



2011/2012 COUNCIL MEMBERS:

Mayor David M. Hare
Vice Mayor T. Carter Williams
John L. Graham
Denise N. Tynes
Andrew C. Gregory
Constance Chapman
Dr. Milton Cook

Town of Smithfield, Virginia

2011 ANNUAL STATISTICAL REPORT

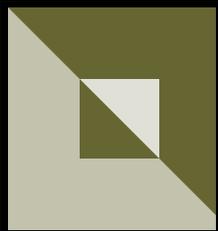


TABLE OF CONTENTS

Town Managers Summary	Tab # 1
Town Council 2011—2012 Strategic Goals	Tab # 2
Clerk of Council Report	Tab # 3
Council Budget	Tab # 4
Council Project Status Reports	Tab # 5
Smithfield Center Report	Tab # 6
Smithfield / IOW CVB (Tourism) Report	Tab # 7
Smithfield Planning Department Report	Tab # 8
Smithfield Police Department Report	Tab # 9
Smithfield Water Consumption Report	Tab # 10



TOWN OF SMITHFIELD

"The Ham Capital of the World"

March 30, 2012

TO GENERAL PUBLIC & CITIZENS OF THE TOWN OF SMITHFIELD
FROM PETER M. STEPHENSON, TOWN MANAGER *PETER*
SUBJECT 2011 ANNUAL STATISTICAL REPORT

Town staff is pleased to present the enclosed annual statistical report. Our final financial audit report for the past fiscal year is also being made available to the public at this time. Both reports are voluminous but important as we ensure full accountability and transparency in our actions throughout each year.

Last year was extremely hectic as we juggled several large capital projects at the same time. Summaries of actions taken on these projects during last year, including the South Church Street beautification construction work, Pinewood Heights neighborhood relocation, Water Treatment Plant construction and completion, as well as property acquisition and building renovations completed for the new Smithfield Police Department and Administration Office.

Many thanks go out to our elected and appointed officials who serve the community. We also have a small but talented staff who wear many different hats each year to accomplish projects and to provide essential services here in the Town of Smithfield. We managed many contracts this past year and we acknowledge the hard work of these third parties on behalf of the town as well.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

**Adopted Smithfield Town Council
Strategic Goals
2011 – 2012**

Economic/Business Initiatives

1. Continue to support the Smithfield 2020 initiatives. (Begin January 2011)
2. Continue to market Smithfield as a tourism destination (2011-2012).
3. Sponsor a Smithfield business appreciation week beginning in May 2011 with a council proclamation.
4. Create a recognition program honoring local businesses on their 5th, 10th, 15th, 20th, etc. anniversary of being a Smithfield business with a hometown business plaque of appreciation. (Begin in 2011)
5. Commit to meeting with the executive management team at Smithfield Foods every six months for dialogue and the exchange of information beginning in 2011.

Community Relationships

1. Institute a neighborhood oriented discussion forum that will enable and allow council members to meet and hear from citizens about neighborhood as well as community issues. (Begin in 2011)
2. Study and consider sponsoring a “welcome basket program” that would be shared with people and businesses that are new to Smithfield. (Begin in 2011)
3. Study and consider initiating a Smithfield wellness/healthy community program. (Begin in 2011)

Community Facilities/Community Enhancements

1. Discuss during the FY12 budget process a revenue enhancement strategy that would dedicate a one cent real estate tax increase (approximately \$100,000) to Windsor Castle Park improvements. (Begin in 2011)
2. Develop a plan/strategy (with the help of the College of William and Mary) for the historic structures located at Windsor Castle Park. (Begin in 2011)
3. Develop a landscape improvements plan along the W. Main Street/Rt. 258 to Route 10 corridor. (Begin in 2011)

4. Develop/add a playground and restrooms at the Windsor Castle Park. (Begin in 2011)
5. Work with community groups to begin planning the mix of athletic fields desired in Smithfield. (Begin in 2011)
6. Institute a safety program for the trail system located at the Windsor Castle park. (Begin in 2011)

Fiscal Management and Town Management

1. Refine and expand the town's "green strategy" program including recycling. (Begin in 2011)
2. Examine and refine the town employee compensation and benefit package through peer community comparisons in order to reduce/prevent losing town employees to other localities. (Begin with FY12 budget process)
3. Study and consider the steps involved with moving town council elections from May to November. (Begin in 2011)
4. Develop a plan for future improvements in the Pinewood Heights neighborhood that includes fiscal considerations, including town budget impacts. (Begin in 2011)
5. Institute an efficiency review to determine the adequacy/effectiveness of the current alignment of town staff and personnel. (Begin with FY12 budget)
6. Consider sponsoring an annual town board/town commission appreciation dinner honoring/thanking all citizens who serve on town council appointed commissions and boards for giving of their time and talent on behalf of the town of Smithfield. (Explore/consider the idea in 2011)
7. Update Utility Master Plan and examine adequacy of public utility enterprise funds.

Town Council Adopted February 1st, 2011



CLERK OF COUNCIL REPORT

2011

ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS/PROPOSALS:

- 01/04/2011** Motion to Accept Addendum # 6 to Contract Community Planning Partners, Inc. for Management Assistance Services on the Pinewood Heights Relocation Project – Phase I Completion. Motion passed.
- 01/04/2011** Motion to Accept the Pinewood Heights Relocation Project Planning Grant – Phase 2 Contract with Virginia Department of Housing and Community Development and Community Planning Partners, Inc. Motion passed.
- 01/04/2011** Motion to Authorize the Sole Source Purchase for Replacement Chairs at the Smithfield Center from K.I. Motion passed.
- 02/01/2011** Motion to Accept Proposal from Excel Paving Corporation and Clark Nexsen for the South Church Street Waterline Replacement. Motion passed.
- 02/01/2011** Motion to Accept Proposal from Draper Aden Associates for Design and Construction Standards Overview Scope of Work and Fees in the Sum not to exceed \$16,200.00. Motion passed.
- 02/01/2011** Motion to Renew Landscaping Contract with Clean Cut Image for One Additional Year. Motion passed.
- 02/01/2011** Motion to Amend the Recycling Contract with A.V.E.S (All Virginia Environmental Solution) to have Collection Twice a Month at No Additional Charge to the Town. Motion passed.
- 03/01/2011** Motion to Accept Proposal from Draper Aden Associates for Water System Modeling. Motion passed.
- 03/01/2011** Motion to Renew Street Maintenance Contract with Blair Brothers, Inc for One Additional Year. Motion passed.
- 03/01/2011** Motion to Renew Street Mowing Contract with Country Landscaping Inc for One Additional Year. Motion passed.
- 03/01/2011** Motion to Amend the Refuse and Recycling Contracts with All Virginia Environmental Solutions (AVES). Motion passed.
- 04/05/2011** Motion to Approve Amended Renewal Agreement with Dean Stallings for Farming Operations at Windsor Castle Park. Motion passed.

- 04/05/2011** Motion to Approve Lease Agreement between Town of Smithfield and the Veterans of Foreign Wars Post 8545 at 223 Washington Street. Motion passed.
- 04/05/2011** Motion to Authorize the Town Manager to Negotiate a Contract with General Contractor for Repair and renovation Services. Motion passed.
- 05/03/2011** Motion to Accept the Proposal for SCADA System Upgrade from REW Corporation in the Amount of \$48,571.67. Motion passed.
- 05/03/2011** Motion to Accept Proposals for Street Maintenance Work for Balance of Fiscal Year from Blair Brothers. Motion passed.
- 05/03/2011** Motion to Renew Mowing Contract with Brown's Lawn & Tractor Service at Windsor Castle Park. Motion passed.
- 05/03/2011** Motion to Renew Landscaping Contract with Clean Cut Image (CCI) at Windsor Castle Park. Motion passed.
- 05/03/2011** Motion to Authorize the Town Manager to Execute a Contract (forthcoming) with J. R. Wills & Sons, Inc. for the Remodeling and Renovations of 913 South Church Street and 913-D South Church Street. Motion passed.
- 06/07/2011** Motion to Extend Underground Utilities Contract with Lewis Construction for One Additional Year. Motion passed.
- 06/07/2011** Motion to Extend Sanitary Sewer Rehabilitation Contract with Tri State Utilities for One Additional Year. Motion passed.
- 07/05/2011** Motion to Authorize the Town Manager to Execute a Contract to offer Commonwealth of Virginia Voluntary Group Long Term Care Insurance to Town Employees. Motion passed.
- 07/05/2011** Motion to Renew Debris Removal Contract with Smithfield Services and Goodrich and Sons. Motion passed.
- 07/05/2011** Motion to Accept Proposals from Blair Brothers Inc for Asphalt Overlays on Various Town Streets Totaling \$315,184.00. Motion passed.
- 07/05/2011** Motion to Accept the Proposal from REW Corporation to Install DVP Meter Bases Associated with the South Church Street Streetscape Improvements Phase V. Motion passed.
- 07/05/2011** Motion to Accept the Proposal from Excel Paving Corporation to Install 2' Charter and Verizon Service Conduit. Motion passed.

- 07/05/2011** Motion to Approve the Amendment to the Town Manager’s Annual Employment Contract. Motion passed.
- 08/02/2011** Motion to Authorize the Town Manager to Accept the Proposal from REW Corporation for Budgeted Consent Order Mandates. Motion passed.
- 09/06/2011** Resolution Authorizing the Execution of the Virginia Water/Wastewater Agency Response Network Membership and Mutual Aid Agreement. Motion passed.
- 09/06/2011** Accept Proposal from Draper Aden Associates for Budgeted Sewer Consent Order Work – Phase 2 CCTV Inspection Scope of Work and Fees. Motion passed.
- 09/06/2011** Accept Proposal from Draper Aden Associates for Budgeted Sewer Consent Order Work – Private Property I/I Abatement Program Assistance Scope of Work and Fees. Motion passed.
- 09/06/2011** Motion to Accept Proposal from Clark Nexsen for Additional Construction Administration Services for Phase V in the amount of \$20,120.00. Motion passed.
- 09/06/2011** Motion to Accept Proposal for Additional Scope of Work for a Sally Port at the New Police Station Located at 913 South Church Street. Motion passed.
- 10/05/2011** Motion to Accept Proposal from Draper Aden Associates for Budgeted Sanitary Sewer Consent Order Work – General Regional Hydraulic Model Development Associates Scope of Work and Fees. Motion passed.
- 10/05/2011** Motion to Accept Proposal from Draper Aden Associates for Budgeted Sewer Consent Order Work – Rehabilitation Plan – Scope of Work and Fees. Motion passed.
- 10/05/2011** Motion to Accept Amendment to Draper Aden Associates Annual Engineering Contract. Motion passed.
- 10/05/2011** Motion to Authorize the Town Manager to Renew the Contract with REW Corporation for Mechanical Electrical and Utility Services for One Additional Year. Motion passed.
- 10/05/2011** Motion to Accept Contract from Community Planning Partners for Pre-Contract Activities in Preparation of Pinewood Heights Project – Phase II. Motion passed.
- 10/05/2011** Motion to Accept J.R. Wills & Sons Proposal for “Evidence Building” at the New Police Station located at 913 South Church Street. Motion passed.
- 11/01/2011** Motion to Accept Proposal from Draper Aden Associates for Budgeted Sanitary Sewer Consent Order Work – MOM Program – Town of Smithfield Full Hydraulic Model – Phase 2 – Scope of Work and Fees. Motion passed.

- 11/01/2011** Motion to Authorize the Town Manager to Negotiate a Contract with Caldwell for Water Tank Maintenance Services. Motion passed.
- 11/01/2011** Motion to Accept Proposal #9718 from Blair Brothers for 109 Royal Aberdeen for Pipe Joint Replacement in the Amount of \$12,131.00. Motion passed
- 11/01/2011** Motion to Ratify the License Agreement Between Mr. Joseph Luter, III and Smithfield Foods. Motion passed.
- 11/01/2011** Motion to Ratify the Purchase Agreement of the said Property and Authorize to Advertise a Public Hearing. Motion passed.
- 12/06/2011** Motion to Accept Proposal from Dominion Power, REW Electrical and Excel Paving Corporation for Burial of Dominion Service lines and Street Crossovers for the South Church Street Streetscape Project. Motion passed.
- 12/06/2011** Motion to Accept License Agreement between Smithfield Packing Incorporated and the Town of Smithfield for the Tot Lot in Pinewood Heights. Motion passed.
- 12/06/2011** Motion to Execute Contract for Easement from Mr. Redlin at 217 Main Street. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS:

- 01/04/2011** Recommendation from Nominating Committee to fill the three expiring terms (1/31/2011) for Planning Commission members Virginia Smith, Julia Hillegass, and Norma Odom Leonard. The Nominating Committee made a motion to reappoint Julia Hillegass and Norma Odom Leonard and appoint Dr. Pope to fill the expiring terms. The motion failed.
- 01/04/2011** Recommendation from Nominating Committee to fill the two expiring terms (1/31/2011) for the Board of Historic and Architectural Review Members Roger Ealy and Virginia Smith. The Nominating Committee made a motion to table the appointment/reappointment until the February 1st Town Council meeting. Motion passed to table.
- 02/01/2011** Recommendation from Nominating Committee to fill the three expiring terms (1/31/2011) for Planning Commission members Virginia Smith, Julia Hillegass, and Norma Odom Leonard. The Nominating Committee reappointed Virginia Smith, Julia Hillegass, and Norma Odom Leonard to the Planning Commission. The motion passed.
- 02/01/2011** Recommendation from Nominating Committee to fill the two expiring terms (1/31/2011) for the Board of Historic and Architectural Review Members Roger

Ealy and Virginia Smith. The Nominating Committee reappointed Roger Ealy and appointed Julie Hillegass for the Historic and Architectural Review Board. Motion passed.

- 05/03/2011** Motion to appoint a Nominating Committee of the expiring term of Board of Zoning Member Virginia Walker (Term Expires 6/30/2011). The Nominating Committee includes Councilwoman Tynes, Chair; Vice Mayor Williams, and Councilman Dr. Cook.
- 06/07/2011** Recommendation from Nominating Committee to fill the expiring term of Board of Zoning Appeals member Virginia Walker (Term Expires 6/3/2011). The Nominating Committee recommends Ms. Catherine Bowden to the Isle of Wight County Circuit Court for the Board of Zoning Appeals.
- 06/07/2011** Appoint Evaluation Committee for Annual Performance Review of Council Appointed Positions – Town Manager, Town Treasurer, Town Attorney, and Town Clerk. Mayor David Hare appointed Councilwoman Chapman as Chairperson, Councilman Gregory and Councilman Dr. Cook to the Evaluation Committee.
- 07/05/2011** Appoint Nominating Committee for Consideration of Appointment to the Board of Historic and Architectural Review for the Unexpired Term of Joseph J. Howell (Term Expires 1/31/2013).
- 08/02/2011** Recommendation from Nominating Committee for the Unexpired Term of Board of Historic and Architectural Review Member Mr. Joseph J. Howell (Term Expires 1/31/2013). The Nominating Committee recommends Ms. Laurie Coyne for Board of Historic and Architectural Review.
- 12/06/2011** Recommendation from Nominating Committee for the Windsor Castle Park Foundation Board vacancy. The Nominating Committee recommends Ms. Wendy Dean for the Windsor Castle Park Foundation Board.
- 12/06/2011** Appoint Nominating Committee for Consideration of Appointment to the Board Historic and Architectural Review for the expired term of Ronny Prevatte. (Term Expires 1/31/2012)
- 12/06/2011** Appoint Nominating Committee for Consideration of Appointment to the Planning Commission for the expired term of Bill Davidson. (Term Expires 1/31/2012)

CLOSED SESSION:

- 01/04/2011** Closed Session: For the discussion of acquisition/disposition of real property for public purposes. Section 2.2-3711.A.3 of the Code of Virginia.

- 02/01/2011** Closed Session: For the discussion of acquisition/disposition of real property for public purposes and consultation with legal counsel as to legal matters. Section 2.2-3711.A.4 and 2.2-3711.A.7 of the Code of Virginia.
- 03/01/2011** Closed Session: For the discussion of actual legal matters requiring legal advice particular the refuse/recycling collection contract.
- 05/03/2011** Closed Session: For the discussion of acquisition of real property for public purposes. Section 2.2-3711.A.3 of the Code of Virginia.
- 06/07/2011** Closed Session: For the discussion of actual legal matters and disposition of real property for public purposes. Section 2.2-3711.A.7 and 2.2-3711.A.4 of the Code of Virginia.
- 07/05/2011** Closed Session: For the discussion of personnel matters in particular staff evaluations, a police matters, legal matters requiring legal advice in particular a boundary line adjustment, and disposition of real property for public purposes. Section 2.2-3711.A.1, 2.2-3711.A.7, and 2.2-3711.A.3 of the Code of Virginia.
- 08/02/2011** Closed Session: For the discussion of acquisition of real property for public purposes. Section 2.2-3711.A.4 of the Code of Virginia.
- 09/06/2011** Closed Session: For the discussion of legal counsel pertaining to a legal matter and discussion of disposition of real property particular Windsor Castle.
- 10/05/2011** Closed Session: For the discussion of acquisition of real property for public purposes. Section 2.2-3711.A.3 of the Code of Virginia.
- 11/01/2011** Closed Session: For the discussion of acquisition and disposition of real property for public purposes and legal matters requiring legal advice. Section 2.23711.A.3, and 2.23711.A.7 of the Code of Virginia.
- 12/06/2011** Closed Session: For the discussion of personnel matters and legal matters requiring legal advice. Section 2.2-3711.A.1, and 2.2-3711.A.7 of the Code of Virginia.

COUNCIL COMMENTS:

- 02/01/2011** Councilman Gregory stated that he and Vice Mayor Williams met with Ms. Judy Winslow to get an update on Tourism and to commend Ms. Winslow for her hard work.
- 05/03/2011** Councilwoman Tynes stated that the president of the Virginia Municipal League Council reappointed here to the Virginia Legislative Committee for next year.

- 05/03/2011** Mayor Hare stated that he wanted to congratulate Tourism Director, Judy Winslow and her team for their recent Virgo award from Virginia Tourism for the Encore Bride campaign.
- 06/07/2011** Councilwoman Tynes stated that the Town is a member of the National League of Cities.
- 07/05/2011** Vice Mayor Williams stated the Town and citizens would like to see businesses who need construction done to hire local contractors and buy supplies locally.
- 07/05/2011** Councilwoman Tynes stated the donation made to the YMCA the citizens are questioning the donation because the town has a park and established a wellness program at the park.
- 07/05/2011** Mayor Hare stated the Town Council and Isle of Wight Board of Supervisors should have a joint training session on emergency preparedness plans and contingency plans to be informed to what our roles individually would be.
- 09/06/2011** Vice Mayor Williams stated that the deer population has taken over Smithfield especially in Moonefield, Pagan Point, and Red Point Heights.
- 10/05/2011** Vice Mayor Williams stated that he attended the VML Conference which they had seminars on the future cost of local governments on cleaning up the Chesapeake Bay and Community Garden.
- 10/05/2011** Councilwoman Tynes stated that she attended the VML Conference. She mentioned that the General Assembly is thinking about this session on eminent domain.
- 10/05/2011** Councilman Gregory stated that he attended the VML Conference. He mentioned the eminent domain issue where you have to compensate any land owners for property purchased under eminent domain but also have to compensate any business that has loss profit because of a closed street for the parade for example.

DEEDS:

- 04/05/2011** Motion to Accept Deed for the Purchase of County Property Located at 911, 913, 913-D South Church Street (formerly Sentara Property). Motion passed.
- 05/03/2011** Motion to Accept the Recorded Deed for 73 Pagan Avenue, Pinewood Heights Neighborhood. Motion passed.
- 05/03/2011** Motion to Accept Deed for 80 Pagan Avenue, Pinewood Heights Neighborhood.

- 06/07/2011** Motion to Accept Recorded Deed for 74 Pagan Avenue of the Pinewood Heights Relocation Project. Motion passed.
- 08/02/2011** Motion to Accept Deed for 63 Carver Avenue of the Pinewood Heights Relocation Project. Motion passed.
- 11/01/2011** Motion to Accept Deed of Gift for 217 Main Street. Motion passed.
- 11/01/2011** Motion to Accept Deed of Gift from Mr. Joseph Luter, III. Motion passed.
- 12/06/2011** Motion to Accept Deed of Easement from Mr. Redlin for 217 Main Street. Motion passed.
- 12/06/2011** Motion to Accept Deed of Easement for 217 Main Street. Motion passed.

EMPLOYEE SERVICE AWARDS:

Juanita Abernathy	35 years
Barbara Hunter	20 years
Tracy James	5 years
Kristi Jenkins	15 years
Thomas Jones	5 years
Herbert Kelly	10 years
Mark Marshall	25 years
Sonja Pruitt	10 years
Melissa Siggers	5 years
Jimmie Minton	25 years

EMPLOYEES / POSITIONS:

- 03/14/2011** Robert Hatfield hired as Police Officer
- 05/16/2011** Sharon Spivey-Howell hired as Treasurer's Office part-time staff
- 05/23/2011** De'Shawn Holemon hired as Smithfield Center part-time staff
- 06/27/2011** Donald Brady hired as Police Officer
- 07/06/2011** Nicole Williams hired as Treasurer's Office part-time staff
- 08/01/2011** Richard Jack Reed hired as Water Treatment Plant Operator
- 08/26/2011** James Eric Phillips hired as Police Officer

10/17/2011 Eric Buhls hired as employee of Public Works

10/17/2011 William (Tommy) Williams hired as employee of Public Works

INVOICES OVER \$10,000:

01/04/2011	a.	Buchart Horn, Inc	\$ 27,114.72
	b.	English Construction	\$135,213.89
	c.	Draper Aden Associates	<u>\$ 34,005.33</u>
		Total	\$196,333.94

02/01/2011	a.	Excel Paving Corporation	\$104,042.33
	b.	English Construction Company	\$ 80,401.69
	c.	Buchart Horn, Inc	\$ 17,797.09
	d.	Draper Aden Associates	\$ 10,024.00
	e.	US Bank	\$ 58,406.25
	f.	Lowery & Associates	\$ 33,285.00
	g.	Isle of Wight County Fire and Rescue Salaries	\$ 30,000.00
	h.	Isle of Wight County – E911 Dispatch	<u>\$ 22,954.00</u>
		Total	\$356,910.36

03/01/2011	a.	Krueger International, Inc.	\$ 39,213.30
	b.	English Construction Co.	\$113,174.49
	c.	Draper Aden Associates	\$ 24,871.20
	d.	Excel Paving Corporation	\$ 28,876.63
	e.	Excel Paving Corporation	\$ 62,377.71
	f.	Smithfield Volunteer Fire Dept	<u>\$ 12,978.00</u>
		Total	\$281,491.33

04/05/2011	a.	Clark Nexsen	\$ 11,642.04
	b.	English Construction Co	\$199,792.53
	c.	Buchart Horn	\$ 16,445.02
	d.	Buchart Horn	\$ 21,991.32
	e.	Excel Paving Corporation	\$ 64,149.73
	f.	Excel Paving Corporation	\$123,939.52
	g.	Draper Aden Associates	<u>\$ 50,925.44</u>
		Total	\$488,885.60

05/03/2011	a.	Clark Nexsen	\$ 10,730.08
	b.	English Construction Co.	\$358,984.25
	c.	Buchart Horn, Inc	\$ 12,217.40
	d.	Community Planning Partners	\$ 10,220.54

	e.	Excel Paving Corporation (Streetscape – Phase V)	\$ 76,741.63
	f.	Excel Paving Corporation (Waterline Replacement)	\$ 78,733.81
	g.	Draper Aden Associates	<u>\$ 55,801.66</u>
		Total	\$603,429.37
06/07/2011	a.	English Construction Co.	\$161,831.75
	b.	Excel Paving Corporation	\$132,169.70
	c.	Draper Aden Associates	\$ 35,391.60
	d.	Sydnor Hydro, Inc.	\$ 28,295.00
	e.	Afton Pumps, Inc.	\$139,007.80
	f.	Buchart Horn, Inc.	\$ 21,991.32
	g.	Black Creek Workshop LLC	\$ 15,287.50
	h.	ITT Equipment	\$574,800.00
		Additional Invoices	
	i.	Sydnor Hydro, Inc	\$149,061.50
	j.	Southern Dodge	<u>\$ 63,384.60</u>
		Total	\$1,321,220.70
07/05/2011	a.	English Construction Co.	\$194,225.66
	b.	Excel Paving Corporation	\$106,521.10
	c.	Draper Aden Associates	\$ 28,748.30
	d.	Buchart Horn Inc	\$ 17,104.36
	e.	Blair Brothers Inc	\$ 73,930.00
	f.	Clark Nexsen	\$ 13,145.03
	g.	J. R. Wills & Sons	<u>\$ 77,302.64</u>
		Total	\$510,977.09
08/02/2011	a.	English Construction Company	\$434,992.42
	b.	Excel Paving Corporation	\$ 99,875.76
	c.	Blair Brothers Inc.	\$115,275.00
	d.	J. R. Wills & Sons	\$ 66,687.21
	e.	Sydnor Hydro Inc.	\$ 46,459.00
	f.	Draper Aden Associates	\$ 29,560.20
	g.	AVES	\$ 22,600.00
	h.	REW Corporation	<u>\$ 48,571.67</u>
		Total	\$864,021.26
09/06/2011	a.	English Construction	\$ 273,042.54
	b.	Clark Nexsen	\$ 17,325.10
	c.	Sungard Public Sector	\$ 13,550.63
	d.	J. R. Wills & Sons	\$ 24,510.75
	e.	J. R. Wills & Sons	\$ 43,348.42
	f.	AVES	\$ 11,950.00

	g.	Excel Paving	\$ 138,180.33
	h.	Excel Paving	\$ 48,759.53
	i.	Draper Aden Associates	\$ 20,544.80
	j.	Black Creek Workshop	<u>\$ 19,252.00</u>
		Total	\$610,464.10
10/05/2011	a.	Excel Paving	\$ 76,218.60
	b.	Excel Paving	\$ 29,798.15
	c.	Draper Aden	\$ 24,898.45
	d.	English Construction	\$150,452.28
	e.	REW Corporation	\$123,408.44
	f.	Carter Machinery	\$192,000.00
	g.	Buchart Horn Inc.	\$ 23,213.06
	h.	Clark Nexsen	\$ 10,281.16
	i.	Clark Nexsen	\$ 38,618.70
	j.	Smithfield Services	\$ 42,065.00
	k.	Goodrich & Sons	\$ 31,055.00
	l.	J.R. Wills & Sons	\$ 38,762.17
	m.	J.R. Wills & Sons	<u>\$ 50,364.62</u>
		Total	\$831,135.63
11/01/2011	a.	Blair Brothers Inc	\$ 95,233.00
	b.	Blair Brothers Inc	\$ 48,600.00
	c.	English Construction Co	\$ 35,150.00
	d.	Draper Aden Associates	\$ 45,111.09
	e.	Dixon Hughes Goodman	\$ 27,500.00
	f.	Western Tidewater Clinic	\$ 20,000.00
	g.	E911 FY2011 True Up	\$ 32,869.30
	h.	Clark Nexsen	\$ 15,481.77
	i.	Excel Paving Corporation	\$ 105,843.80
	j.	Excel Paving Corporation	<u>\$ 59,055.20</u>
		Total	\$ 484,844.16
12/06/2011	a.	Buchart Horn, Inc	\$ 15,967.65
	b.	Buchart Horn, Inc	\$ 29,321.76
	c.	English Construction Co.	\$162,566.76
	d.	Draper Aden Associates	\$ 52,982.50
	e.	Clark Nexsen (Waterline)	\$ 1,829.00
	f.	Clark Nexsen (CTI Insp)	\$ 11,620.44
	g.	Excel Paving Corporations	\$ 44,291.40
	h.	James R. Reed & Assc.	\$ 10,727.00
	i.	Excel Paving Corporation	\$ 127,426.76

Additional Invoices:

j.	J.R. Wills & Sons	\$ 29,552.82
----	-------------------	--------------

k.	J.R. Wills & Sons	\$ 17,925.48
l.	HD Supply	\$ 25,360.00
	Total	\$ 529,571.57

Total Invoices Requiring Town council's Approval for 2011 = \$7,079,285.11

MEETINGS HELD BY TOWN COUNCIL:

01/04/2011	Regular Town Council Meeting
02/01/2011	Regular Town Council Meeting
03/01/2011	Regular Town Council Meeting
03/28/2011	Continued Town Council Meeting
04/05/2011	Regular Town Council Meeting
05/03/2011	Regular Town Council Meeting
06/07/2011	Regular Town Council Meeting
06/27/2011	Continued Town Council Meeting
07/05/2011	Regular Town Council Meeting
08/02/2011	Regular Town Council Meeting
08/02/2011	Continued Town council Meeting
09/06/2011	Regular Town Council Meeting
10/05/2011	Regular Town Council Meeting
11/01/2011	Joint Work Session with Town Council & Windsor Castle Park Foundation Board Members
11/01/2011	Regular Town Council Meeting
12/06/2011	Regular Town Council Meeting

MISCELLANEOUS:

- 01/04/2011** Motion to Approve Paperless Council Agenda Materials and the Purchase of Electronic Readers. Motion passed.
- 01/04/2011** Motion to Donate Two Surplus Patrol Vehicles to Smithfield Volunteer Fire Department. Motion passed.
- 01/04/2011** Motion to Accept Revisions to the Smithfield Center Policies and Procedures. Motion passed.
- 01/04/2011** Motion to Authorize Public Hearing to Consider Holding Town Council Elections in November. Motion passed.
- 02/01/2011** Motion to Adopt Town Council Strategic Goals for FY 2011-2012. Motion passed.
- 02/01/2011** Motion to Authorize the Town Treasurer to Close the Town's Sewer Bond Escrow Account and Apply to Inter Fund Debt. Motion passed.
- 02/01/2011** Motion to Authorize the Town Manager to Purchase the Budgeted Public Works Truck. Motion passed.
- 02/01/2011 Motion to Authorize the Town Manager to Apply for a Special Use Permit on Behalf of the Town of Smithfield for the Lease of 223 Washington Street. Motion passed.
- 02/01/2011** Motion to Acquire Sentara Property (\$630,610.00). Motion passed.
- 03/01/2011** Motion to Authorize the Isle of Wight County to Accept the FY 2010 Port Security Grant Awards on the Town of Smithfield's Behalf. Motion passed.
- 03/01/2011** Motion to Authorize the Town Manager to Formally Reject the 2010 Water Tank Maintenance Bids and Begin the Process to Issue a New RFP. Motion passed.
- 03/01/2011** Motion to Accept McCallum Testing Service Fee Increase for the Water Treatment Plant. Motion passed.
- 03/01/2011** Motion to amend Smithfield Center's Policies and Procedures for Open to the Public Events. Motion passed.
- 03/01/2011** Motion to Amend Windsor Castle Manor Riverfront and General Park Use Policies and Procedures. Motion passed.
- 03/01/2011** Motion to Amend Rental Price Structure for Windsor Castle Park. Motion passed.

- 03/01/2011** Motion to Grant Waiver Request of the Smithfield Center for Redistricting Forum to Held April 19th, 2011. Motion passed.
- 03/01/2011** Motion to Authorize the Town Manager to Submit the Obici Healthcare Foundation Grant and Authorize the RFP for Program Consultant. Motion passed.
- 03/01/2011** Motion to Authorize the Town Manager to Advertise a Formal Public Hearing for the Acquisition of Real Property for Public Use and Issue an RFP for General Contractor Services for the Sentara Property Renovations. Motion passed.
- 03/01/2011** Motion to Authorize the Town Manager to Negotiate with Hallwood Properties for Redevelopment of 113 North Church Street. Motion passed.
- 03/01/2011** Motion to Authorize the Town Manager Removal of structure at 71 Carver Avenue in Pinewood Heights and to send the Appropriate Notices. Motion passed.
- 04/05/2011** Motion to Authorize Additional Street Closure Request for the 300 Block of Main Street for the Spring Mustang Show, Saturday May 14th. Motion passed.
- 04/05/2011** Motion to Accept the Fee Reduction Schedule for use of Town Rental Property by Town Employees. Motion passed.
- 04/05/2011** Motion to Authorize the Town Manager to Advertise a Public Hearing for Disposition of Town Property Located at 113 North Church Street. Motion passed.
- 05/03/2011** Motion to Authorize the Town Manager to Advertise for New Waterworks Operator position. Motion passed.
- 05/03/2011** Motion to Approve Request to Have Sculpture Donated to Windsor Castle Park by Mr. Joseph Luter. Motion passed.
- 05/03/2011** Motion to Authorize the Town Manager to Prepare a Request for Proposals for Use of Windsor Castle Park Historic Structures/Conservation Easement Area. Motion passed.
- 05/03/2011** Motion to Adopt the Amendments to the Town Personnel Policies Manual. Motion passed.
- 05/03/2011** Motion to Authorize the Town Attorney to Proceed with Drafting a Golf Cart Ordinance. Motion passed.
- 06/07/2011** Motion to Authorize the Removal of “No Parking” Signs on Lumar Road Adjacent to Beale Park just Past the Entrance of Riverside Convalescent Center. Motion passed.

- 06/07/2011** Motion to Accept Change Order Number Nine with English Construction Company for the Reverse Osmosis Water Treatment Facility. Motion passed.
- 06/07/2011** Motion to Formally Accept the Obici Healthcare Foundation Grant. Motion passed.
- 06/07/2011** Motion to Accept Supplemental Proposal from Black Creek Workshop to Complete Budgeted Exterior Maintenance and Repairs at Windsor Castle Park. Motion passed.
- 06/07/2011** Motion to Adopt the Amended Budget for FY 2010/2011. Motion passed.
- 06/07/2011** Motion to Adopt Proposed Budget for FY 2011/2012. Motion passed.
- 06/07/2011** Motion to Accept Quotation from Amy Henry DBA Pagan River Outfitters for Facilitation and Program Implementation Services for the Community Grant Program. Motion passed.
- 06/07/2011** Motion to Approve Change Order #4 Clark Nexsen for the South Church Street Streetscape Project (\$13,620). Motion passed.
- 07/05/2011** Motion to Approve Change Order from English Construction for Drainage Improvements at the Reverse Osmosis Water Treatment Facility Site in the Amount of \$9,072.00. Motion passed.
- 07/05/2011** Motion to Authorize 50% Discount for January 2012 Saturdays. Motion passed.
- 08/02/2011** Motion to Authorize the Town Manager to Initiate Rezoning of Town Property Located at 913 South Church Street. Motion passed.
- 08/02/2011** Motion to Authorize Sole Source State Contract Purchases of Generator, Inc. for New Police Department Located at 913 South Church Street. Motion passed.
- 08/02/2011** Motion to Re-Adopt a Resolution of Support for the Hampton Roads Regional Water Supply Plan Submission to the Virginia Department of Environmental Quality (DEQ). Motion passed.
- 09/06/2011** Motion to Authorize the Town Manager to Proceed with Budgeted Purchase of Remaining 600 Water Meters in the Amount of \$74,400.00. Motion passed.
- 09/06/2011** Motion to Accept Cost Estimate to Convert all Dominion Virginia Power Services Lines Underground. Tabled until next month.
- 09/06/2011** Motion to Accept VDOT Appendix A for Construction Funding for the South Church Street Streetscape Project. Motion passed.

- 09/06/2011** Motion to approve Waiver of Rental Fee at Windsor Castle Park for the Smithfield Wine and Brew Festival in April 2012. Motion passed.
- 09/06/2011** Motion to Approve Street Closure for the 100, 200, and 300 Block of Main Street for the Smithfield Ruritan Club Annual Car Show. Motion passed.
- 10/05/2011** Motion to Accept and Adopt Smithfield on the Move Strategic Plan – Wellness Program. Motion passed.
- 10/05/2011** Motion to Adopt the Anti-Displacement Plan for Pinewood Heights Project – Phase II. Motion passed.
- 10/05/2011** Motion to Adopt Fair Housing Certification for Pinewood Heights Project – Phase II. Motion passed.
- 10/05/2011** Motion to Adopt the Local Business and Employment Plan for Pinewood Heights Project – Phase II. Motion passed.
- 10/05/2011** Motion to Adopt a Non-Discrimination Police for Pinewood Heights Project – Phase II. Motion passed.
- 10/05/2011** Motion to Adopt Section 504 Grievance Procedure Policy for Pinewood Heights Project – Phase II. Motion passed.
- 10/05/2011** Motion to Accept Price Increase for Weekend Rental Rates at the Smithfield Center. Motion passed.
- 10/05/2011** Motion to Accept the Two Tier Rental Structure for the Smithfield Center using Featured Caterer List. Motion passed.
- 10/05/2011** Motion to Approve the Isle of Wight / Smithfield Tourism and Smithfield 2020's Public Art Project Proposed Porcine Statuary. Motion passed.
- 10/5/2011 Motion to Table Invoice to Blue Ridge Rescue Suppliers (Fire Department) \$10,204.87.
- 11/01/2011** Motion to Authorize Dominion Virginia Power to Relocate Poles Along the South Church Street Streetscape Project. Motion passed.
- 11/01/2011** Motion to Approve the Special Use Permit for McDonald's at 1811 South Church Street. Motion passed.
- 11/01/2011** Motion to Approve the Special Use Permit for Old Firehouse at 113 North Church Street. Motion passed

- 11/01/2011** Motion to fund \$60,000.00 that has been allocated for the paid personnel for fire and rescue but those funds are to be held and used to pay current outstanding invoices until such time as a formal agreement is entered into with the County. Motion passed.
- 12/06/2011** Motion to Authorize the Town Manager to Order Three (3) Budgeted Patrol Vehicles. Motion passed.
- 12/06/2011** Motion to Authorize the Town Manager to Accept Water Treatment Plant Change Order Number 2 (Reduction) from English Construction Company. Motion passed.
- 12/06/2011** Motion to Adopt Meeting Schedule for 2012. Motion passed.
- 12/06/2011** Motion to reaffirm Windsor Castle Park Foundation Board Goals. Motion passed.
- 12/06/2011** Motion to Amend the Town of Smithfield's Pay and Classification Plan to Establish the Position of a Financial Analyst in the Town Treasures Office. Motion passed.

ORDINANCES:

- 06/07/2011** To Allow Golf Cart Usage on Specified Streets in the Town of Smithfield. Motion passed.
- 06/07/2011** Ordinance to Amend Town Code to Require the Town of Smithfield Follow Isle of Wight County and State Burn Ban. Motion passed.
- 07/05/2011** Ordinance to Amend Zoning Ordinance for Use of Public Water System mandatory. Motion referred back to Water and Sewer Committee for further discussion.
- 07/05/2011** Ordinance to Amend Town Code in Regards to Outdoor Storage. Motion passed
- 08/02/2011** Ordinance to Amend Town Code for use of Public Water System Mandatory. Motion passed.
- 08/02/2011** Ordinance to Amend the Town Code Transient Occupancy Tax Provisions. Motion passed.

PUBLIC COMMENTS:

- 02/01/2011** Mr. Christopher Gwaltney. 1 Jamesview Circle. Mr. Gwaltney was present to express his concern about the Isle of Wight County Board of Supervisors for their past and very recent actions which have snubbed and have been very disrespectful to the town's representative on the Board Mr. Al Casteen.
- 02/01/2011** Mr. Bob Fry. 125 Goose Hill Way. Mr. Fry was present to explain how the donations from the town have been spent and how affective it has been.
- 02/01/2011** Mr. Rick Bodson. 115 Commodore Lane. Mr. Bodson was present to explain how the Smithfield 2020 grant money for the façade improvements was used.
- 02/01/2011** Mr. Rick Bodson. 115 Commodore Lane. Mr. Bodson was present to explain how the Isle of Wight Arts League repositions Smithfield from an antique destination to an arts destination.
- 02/01/2011** Ms. Judy Winslow. 103 Red Point Drive. Ms. Winslow was present to explain how Vow Magazine wanted to do an entire fashion spread in Smithfield.
- 02/01/2011** Mr. Chris Gwaltney. 1 Jamesview Circle. Mr. Gwaltney was present to ask about the Ben Franklin building update and suggested considering Segways in town.
- 02/01/2011** Mr. Christopher Gwaltney. 1 Jamesview Circle. Mr. Gwaltney was present to express his concerns against moving the election from May to November for Town Council members.
- 02/01/2011** Mr. Bell. Secretary of the Electoral Board. Mr. Bell was present to discuss the advantages and disadvantages of moving the elections for Town Council members from May to November.
- 02/01/2011** Ms. Florine Moore. 309 South Church Street. Ms. Moore was present to her concerns about moving the Town Council election from May to November.
- 03/28/2011** Mr. Brian Reagan. Consultant with Community Planning Partners, Inc. Mr. Reagan was present to discuss the Community Development Block Grant Funds for Pinewood Heights.
- 04/05/2011** Mr. Dana Dickens. Representative from Hampton Roads Partnership. Mr. Dickens was present to discuss on Vision Hampton Roads.
- 05/03/2011** Ms. Krista Ponseti. 1 Field Drive. Ms. Ponseti was present to discuss urban chickens.
- 05/03/2011** Mr. Bob Redlin. 141514 Square Road. Mr. Redlin was present to urge Town Council not to allow golf carts on South Church Street.

- 05/03/2011** Mr. Randy Pack. 505 Jordan Avenue. Mr. Pack was present to represent Smithfield 2020 and to encourage Town Council to accept golf carts.
- 07/05/2011** Mr. Steve Waddell. 106 Royal Aberdeen. Mr. Waddell was present to discuss the ordinance that does not allow the Class 3-A wells in Cypress Creek.
- 07/05/2011** Mr. Jim Parks. 101 Saint Andrews. Mr. Parks was present to represent Homeowners Association and to discuss wells in Cypress Creek.
- 07/05/2011** Mr. Carl Kellogg. Mr. Kellogg was present to discuss wells in Cypress Creek.
- 07/05/2011** Mr. James Delk. 108 Jericho Road. Mr. Delk was present to discuss the no left turn sign on Jericho Road.
- 08/02/2011** Ms. Betty Clark. 120 North Church Street. Ms. Clark was present to urge Town Council not to close South Church Street and allow individuals to drill walls on their property.
- 09/06/2011** Mr. David Goodrich. 344 South Church Street. Mr. Goodrich introduced the new superintendent Ms. Katrise Perera.
- 09/06/2011** Ms. Katrise Perera. Ms. Perera was present to induce herself as the new superintendent of Isle of Wight County.
- 10/05/2011** Mr. Mac Neblett. 897 Talbot Drive. Mr. Neblett was present to discuss the pot holes on South Church Street where they are doing the construction.
- 10/05/2011** Mr. Cody Ryan. 22513 Tally Ho Drive. Mr. Ryan was present to discuss the skate boarding ramps at Nike Park and promote skate boarding and BMX in Isle of Wight.
- 10/05/2011** Mr. Grayson Ippolito. 231 James Street. Mr. Ippolito was present to discuss the skate boarding ramps at Nike Park.
- 10/05/2011** Mr. Patrick Scott. 400 Watson Drive. Mr. Scott was present to discuss the skate boarding ramps at Nike Park.
- 10/05/2011** Mr. Clayton Ippolito. 231 James Street. Mr. Ippolito was present to discuss the skate boarding ramps at Nike Park.
- 10/05/2011** Mr. Jokob Ryan. 22513 Tally Ho Drive. Mr. Ippolito was present to discuss the skate boarding ramps at Nike Park.
- 10/05/2011** Mr. Collin Pittman. 20538 Warwick Street. Mr. Pittman was present to discuss the skate boarding ramps at Nike Park.

- 10/05/2011** Ms. Elizabeth Pasieczny. 406 Royal Dornoch. Ms. Pasieczny is representing the Smithfield Rotary Club. Ms. Pasieczny was present to discuss the “Zombie Walk” for Polio.
- 10/05/2011** Ms. Florine Moore. Mr. Stephenson read a letter from Ms. Moore about not moving the town elections to November because she was not able to attend.
- 11/01/2011** Leadership Isle of Wight for the America in Bloom Project
- 12/06/2011** Mr. Bob Fry. Representative from Western Tidewater Free Clinic.
- 12/06/2011** Mr. Richard Grice. Mr. Grice was present to discuss underground power lines on South Church Street.

PUBLIC HEARINGS: REZONING APPLICATIONS/
MISCELLANEOUS:

- 01/04/2011** Public Hearing: Rezoning – Tractor Supply Company. Motion passed.
- 02/01/2011** Public Hearing: Proposal to change the future elections for Town Council members from May to November so as to coincide with the general elections. No action was taken.
- 03/28/2011** Public Hearing: Solicit Public Input on the Proposed Community Development Block Grant (CDBG) Application of the Town of Smithfield for Phase II of the Pinewood Heights Redevelopment Project to be Submitted March 30th, 2011.
- 04/05/2011** Public Hearing: Proposed Issuance of General Obligation Bonds Between the Town and County for the Acquisition of 911, 913, 913-D South Church Street (formerly Sentara Property).
- 04/05/2011** Public Hearing: Zoning Ordinance Amendments to Change Payday Lending Establishments, Check-Cashing Establishments, and Pawn Shops from Permitted uses Permitted by Special Use Permit.
- 05/03/2011** Public Hearing: Disposition of 113 North Church Street.
- 06/07/2011** Public Hearing: Adoption of Amended Budget for FY 2010/2011.
- 06/07/2011** Public Hearing: Proposed Budget for FY 2011/2012.
- 07/05/2011** Public Hearing: Rezoning Heavy Industrial to Commercial Industrial – Pinewood Heights Relocation Project.

- 08/02/2011** Public Hearing: Hampton Roads Regional Water Supply Plan.
- 09/06/2011** Public Hearing: Zoning Ordinance Amendments to Define and Regulate Portable Storage Units and Construction Refuse Containers.
- 10/05/2011** Public Hearing: Rezoning of 911 South Church Street.
- 10/05/2011** Public Hearing: Moving Town Elections Cycle to November.
- 12/06/2011** Public Hearing: Amend Chapter 82, Section 82/83 of the Code of the Town of Smithfield to Revise and Establish Charges for Water utilities with in the Town.
- 12/06/2011** Public Hearing: Disposition of Public Property located at 217 Main Street.

PUBLIC HEARINGS: SPECIAL USE PERMITS:

- 04/05/2011** Public Hearing: Special Use Permit – 223 Washington Street.
- 11/01/2011** Public Hearing: Special Use Permit – 1811 South Church Street – McDonalds.
- 11/01/2011** Public Hearing: Special Use Permit – 113 North Church Street – Old Firehouse.

RESOLUTIONS / PROCLAMATIONS:

- 02/01/2011** Resolution to Accept CHIP Steering Committee Reappointments. Motion passed.
- 02/01/2011** Proclamation for Black History Month. Mr. Stephenson read the Proclamation aloud. Proclamation was adopted.
- 02/01/2011** Resolution to Approve Street Closure and/or Traffic Control Assistance Request for Smithfield Triathlon to be held Saturday, April 2nd, 2011. Motion passed.
- 02/01/2011** Resolution of Support for Proposal of Smithfield License Plate. Motion passed.
- 03/01/2011** Proclamation in Support of Brian Awareness Week, March 14th – 20th, 2011. Mr. Stephenson read the Proclamation aloud. Proclamation was adopted.
- 03/01/2011** Resolution for Street Closure Request for Spring Mustang Car Show. Motion passed.
- 03/28/2011** Resolution to Apply for Community Development Block Grant Funds for Pinewood Heights. Motion passed.

- 04/05/2011** Resolution of Support/Street Closure for Veterans Day Parade and Festivities November 11th, 2011. Motion passed.
- 05/03/2011** Proclamation in Recognition of the Smithfield Packing Company's 75th Anniversary. Proclamation was adopted.
- 05/03/2011** Resolution to Authorize the Town Treasurer to Renew Line of Credit with TowneBank for the Pinewood Heights Project. Motion passed.
- 05/03/2011** Resolution to Amend ICMA Optional Benefit for ROTH IRA Accounts. Motion passed.
- 05/03/2011** Resolution to Initiate Rezoning Process for Phase I of the Pinewood Heights Neighborhood. Motion passed
- 06/07/2011** Resolution to Adopt VDOT's Work Zone Traffic Control Manual to use as Town Guidelines. Motion passed.
- 06/07/2011** Resolution to Authorize VDOT Supplemental Signage for No Littering. Motion passed.
- 06/07/2011** Resolution to Authorize Fair Housing Certification for the Pinewood Heights Project. Motion passed.
- 06/07/2011** Resolution to Authorize Annual Fireworks Display a Clontz Park on July 3rd, 2011 and Cost Sharing (\$2,000)
- 07/05/2011** Resolution to Authorize Street Closure and Traffic Control Assistance on October 8, 2011 for the 10th Annual Hog Jog Event. Motion passed.
- 07/05/2011** Resolution of Support for the Hampton Roads Regional Water Supply Plan Submission to the Virginia Department of Environmental Quality (DEQ). Motion Passed.
- 07/05/2011** Resolution Authorizing Financing for Reverse Osmosis Water Treatment Plant, South Church Street Waterline Replacement and Building Renovations for Police Department and Town Managers Office. Motion passed.
- 07/05/2011** Resolution to VDOT Requesting Detour of Traffic to Allow Road Closure for a Portion of the South Church Street Streetscape Improvement Project. Motion passed.
- 08/02/2011** Proclamation in Support of "National Night Out" held August 2nd, 2011. Motion passed.

- 08/02/2011** Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2011/2012 Effective July 1st, 2011. Motion passed.
- 08/02/2011** Motion to Adopt Appropriation Resolution to Carry Forward and Restrict Funds Appropriated in Fiscal Year 2010/2011. Motion passed.
- 08/02/2011** Resolution Authorizing the Issuance, Sale, and Award of a General Obligation Bond regarding Property acquired from Isle of Wight County for the Police Department and Town Manager’s Office. Motion passed.
- 09/06/2011** Resolution to Authorize Traffic Control Assistance along the Smithfield Station Bridge on October 8th for the 2011 NASQUACK Duck Race. Motion passed.
- 10/05/2011** Resolution to Authorize Street Closure for Homecoming Parade, October 21st, 2011. Motion passed.
- 10/05/2011** Resolution to Authorize Street Closure for “Zombie Walk” for Polio Awareness, October 29th, 2011. Motion passed.
- 10/05/2011** Resolution to Establish Tax Relief Percentage for Personal Property Taxes. Motion passed.
- 11/01/2011** Resolution to Support Regional Solid Waste Planning Agency Designation. Motion passed.
- 11/01/2011** Resolution Stating Town Position on VML Legislative Proposals. Motion passed.
- 12/06/2011** Resolution supporting the Disaster Mitigation Act of 2000 (DMA2K) of Southside Hampton Roads Hazard Mitigation Plan. Motion passed.

OTHER ITEMS OF INTEREST:

SURPLUS PROPERTY:

Govdeals.com continues to be a good way to sale the town’s surplus items.

Govdeals:	Fee for service:	Revenue:
2008	\$343.03	\$4,808.66
2009	\$356.60	\$4,621.33
2010	\$ 24.39	\$ 218.00
2011	\$463.03	\$5,829.01

NEWSLETTER EXPENSE REPORT:

(This does not include staff time)

2010	John Henry Printing	Postage	# of copies
Spring	\$1,238.00	\$627.73	3,300
Fall	\$1,200.00	\$630.39	3,200
	<hr/>		
	\$2438.00	\$1,258.12	

GRAND TOTAL = \$ 3,696.12

2011	John Henry Printing	Postage	# of copies
Spring	\$1,460.00	\$634.69	3,200
Fall	\$1,500.00	\$648.19	3,200
	<hr/>		
	\$2,960.00	\$1,282.88	

GRAND TOTAL = \$ 4,242.88

PROJECT STATUS REPORTS:

Attached are project status reports on several of the town's current undertakings:

- Downtown Revitalization Project: South Church Street Beautification
- Pinewood Heights Relocation CDBG Project
- Water Treatment Plant / Reverse Osmosis
- Windsor Castle Property and Public Park
- Town Office Space - 911 & 913 South Church Street

(1)

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2010-2011

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended budget for Fiscal Year 2010-2011; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 7, 2011; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2010-2011 fiscal year; and,

WHEREAS, the revised budget, a copy of which is attached hereto as Exhibit "A", properly reflects the revenues and expenditures for Fiscal Year 2010-2011.

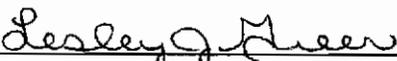
NOW, THEREFORE, BE IT RESOLVED that the amended budget for Fiscal Year 2010-2011, and attached hereto as Exhibit "A" is hereby adopted; and

Adopted this 7TH day of June, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By 
David M. Hare, Mayor

ATTEST:


Clerk

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 7, 2011, at 7:30 p.m. will hold a public hearing to consider the adoption of an amended budget for the Town of Smithfield for Fiscal Year July 1, 2010 through June 30, 2011.

All persons who wish to be heard concerning the adoption of said amended budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 7, 2011 at 7:30 p.m.

The full texts of the proposed amended budget are on file in the office of the Town Manager in Town Hall at 315 Main Street, Smithfield, Virginia and are available for public inspection.

SYNOPSIS OF THE PROPOSED AMENDED BUDGET FOR THE TOWN OF SMITHFIELD FOR FISCAL YEAR JULY 1, 2010 THROUGH JUNE 30, 2011

GENERAL GOVERNMENT

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROPOSED BUDGET REVISION FY 2010-2011</u>
<u>Revenue from local sources</u>		
Real Estate	1,739,810	1,737,000
Personal Property	795,600	900,000
Penalties and Interest	27,800	32,315
Total Revenue from Local Sources	<u>2,563,210</u>	<u>2,669,315</u>
<u>Other local taxes</u>		
Bank franchise	119,000	137,620
Sales	258,000	258,000
Utility	195,000	200,000
Meals tax-4%	772,000	776,000
Meals tax-1% (special projects)	193,000	194,000
Cigarette	130,000	130,000
Transient Occupancy	128,000	128,000
Short term rental tax	1,000	1,000
Rolling stock	15	25
Consumption	51,000	51,000
Communications	240,000	258,000
Total other local taxes	<u>2,087,015</u>	<u>2,133,945</u>

Licenses

Privilege License	349,800	338,800
Permits	31,500	16,925
Vehicle License	114,000	130,025
Total licenses, permits, and privilege fees	495,300	485,750
Fines	63,000	71,000
Revenue from use of money and property	331,700	225,696
Other revenue	6,000	5,600
Revenue from Commonwealth of Virginia	205,516	210,915
Revenue from Federal Government	2,518,670	2,035,598
Other financing sources		
Contributions	1,108,060	504,300
Insurance Recoveries	--	10,580
Reserve funds		
Restricted Reserves-Beautification	--	392,940
Operating Reserves	107,624	414,890
Police CD interest	1,200	1,200
General Obligation bond --		
Land acquisition	--	934,345
Loan Proceeds	554,000	--
Line of credit proceeds	500,000	--
Total other financing sources	2,270,884	2,258,255
Total General Funds Revenues	10,541,295	10,096,074
Road Maintenance	918,125	951,555
From State Highway Grant carry forward	--	27,293
GRAND TOTAL	11,459,420	11,074,922

EXPENDITURES

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROPOSED BUDGET REVISION FY 2010-2011</u>
<u>OPERATING EXPENSES</u>		
GENERAL GOVERNMENT	489,937	477,395
TREASURER	329,005	309,675
PUBLIC SAFETY	2,382,530	2,402,202
PLANNING ENGINEERING & PUBLIC WORKS	774,499	777,191

PUBLIC BUILDINGS	183,735	175,680
COMMUNITY DEVELOPMENT	861,553	1,141,219
PARKS, RECREATION & CULTURAL	532,109	680,269
DEBT SERVICE	<u>645,167</u>	<u>68,003</u>
TOTAL OPERATING EXPENSES	6,198,535	6,031,634

CAPITAL OUTLAY

PUBLIC SAFETY	84,000	84,000
PLANNING, ENGINEERING & PUBLIC WORKS	2,020,000	2,020,000
PUBLIC BUILDINGS	750,000	1,020,845
PARKS, RECREATION & CULTURAL	200,000	172,000
COMMUNITY DEVELOPMENT	533,760	767,595
TOTAL CAPITAL OUTLAY	<u>3,587,760</u>	<u>4,064,440</u>

OTHER FINANCING USES

RESTRICTED RESERVES- PUBLIC WORKS	755,000	--
TOTAL OTHER FINANCING USES	<u>755,000</u>	<u>--</u>

TOTAL GENERAL FUNDS EXPENSES 10,541,295 10,096,074

ROAD MAINTENANCE 918,125 978,848

GRAND TOTAL 11,459,420 11,074,922

WATER AND SEWER

REVENUE

	ADOPTED BUDGET <u>FY 2010-2011</u>	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>
OPERATING REVENUE		
CHARGES FOR SERVICES-WATER	763,000	780,000
CHARGES FOR SERVICES-SEWER	633,000	669,500
WATER DEBT SERVICE REVENUE	401,000	401,000
SEWER COMPLIANCE REVENUE	404,500	487,507
CONNECTION FEES-WATER	16,500	13,220
CONNECTION FEES-SEWER	39,500	34,860
APPLICATION FEES-WATER	5,000	5,000
MISCELLANEOUS – WATER	–	2,500
MISCELLANEOUS – SEWER	500	500
TOTAL OPERATING REVENUE	<u>2,263,000</u>	<u>2,394,087</u>
OPERATING EXPENSES		
WATER	685,301	627,576
SEWER	605,462	548,276
TOTAL OPERATING EXPENSES	<u>1,290,763</u>	<u>1,175,852</u>
OPERATING INCOME BEFORE BAD DEBT, DEPRECIATION AND AMORTIZATION EXPENSE	972,237	1,218,235
BAD DEBT EXPENSE-WATER	7,200	5,300
BAD DEBT EXPENSE-SEWER	4,000	2,400
DEPRECIATION AND AMORTIZATION EXPENSE-WATER	154,305	158,725
DEPRECIATION AND AMORTIZATION EXPENSE-SEWER	420,975	422,000
TOTAL BAD DEBT AND DEPRECIATION EXPENSE	<u>586,480</u>	<u>588,425</u>
OPERATING INCOME (LOSS)	385,757	629,810
NONOPERATING REVENUE (EXPENSES)		
AVAILABILITY FEES-WATER	68,000	60,000
AVAILABILITY FEES-SEWER	103,000	89,060

INTEREST REVENUE-WATER	17,500	10,735
INTEREST REVENUE-SEWER	12,000	6,500
INTEREST EXPENSE-WATER	(127,300)	(127,300)
INTEREST EXPENSE-SEWER	(46,305)	(49,305)
TOTAL NONOPERATING REVENUE (EXPENSES)	23,895	(10,310)
INCOME (LOSS) BEFORE CONTRIBUTIONS	409,650	619,500
CAPITAL CONTRIBUTIONS-SEWER	18,740	18,740
INCOME (LOSS) AFTER CONTRIBUTIONS	428,392	638,240

NOTES TO FINANCIAL

- 1) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 2) Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on planned RO plant and expenses for the sewer consent order.

- 3) Principal payments to be funded from income and debt service revenues for 2011 are:

Water Debt Service Principal	153,600	153,600
Sewer Debt Service Principal	66,400	66,400

- 4) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	2,600,000	2,920,200
Sewer Capital expenses	620,000	695,055



**RESOLUTION
BUDGET FOR FISCAL YEAR 2011-2012**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2011-2012; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 7, 2011; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2011-2012; and,

WHEREAS, the revised budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2011-2012.

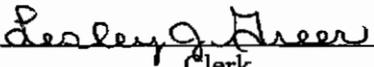
NOW, THEREFORE, BE IT RESOLVED that the revised budget for Fiscal Year 2011-2012, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 27th day of June, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By 
David M. Hare, Mayor

ATTEST:


Clerk

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 7, 2011, at 7:30 p.m. will hold a public hearing to consider the adoption of the budget for the Town of Smithfield for Fiscal Year July 1, 2011 through June 30, 2012.

All persons who wish to be heard concerning the adoption of said budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 7, 2011, at 7:30 p.m.

The full texts of the budget are on file in the office of the Town Manager at 315 Main Street, Smithfield, Virginia and are available for public inspection.

SYNOPSIS OF THE PROPOSED BUDGET FOR THE TOWN OF SMITHFIELD FOR FISCAL YEAR JULY 1, 2011 THROUGH JUNE 30, 2012

GENERAL GOVERNMENT

REVENUE

	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
<u>Revenue from local sources</u>		
Real Estate	1,737,000	1,737,000
Personal Property	900,000	900,000
Penalties and Interest	32,315	32,315
Total Revenue from Local Sources	<u>2,669,315</u>	<u>2,669,315</u>
<u>Other local taxes</u>		
Bank franchise	137,620	137,620
Sales	258,000	259,000
Utility	200,000	200,000
Meals tax-4%	776,000	776,000
Meals tax-1% (special projects)	194,000	194,000
Cigarette	130,000	140,000
Transient Occupancy	128,000	130,000
Short term rental tax	1,300	1,300
Rolling stock	25	25
Consumption	51,000	51,000
Communications	258,000	258,000
Total other local taxes	<u>2,133,945</u>	<u>2,146,945</u>

Licenses

Privilege License	338,800	338,800
Permits	16,925	14,985
Vehicle License	130,025	130,000
Total licenses, permits, and privilege fees	485,750	483,785
Fines	71,000	71,000
Revenue from use of money and property	225,696	168,935
Other revenue	5,600	5,600
Revenue from Commonwealth of Virginia	210,915	204,058
Revenue from Federal Government	2,035,598	991,095
Other financing sources		
Contributions	504,300	766,341
Insurance Recoveries	10,580	--
Reserve funds		
Restricted Reserves-Beautification	392,940	596,524
Operating Reserves	414,890	--
Police CD interest	1,200	--
General Obligation bond --		
Land acquisition	934,345	--
Capital Lease Acquisition	--	50,000
Total other financing sources	2,258,255	1,411,865
Total General Funds Revenues	10,096,074	8,152,598
Road Maintenance	951,555	951,555
From State Highway Grant carry forward	27,293	--
GRAND TOTAL	11,074,922	9,104,153

EXPENDITURES

	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
<u>OPERATING EXPENSES</u>		
GENERAL GOVERNMENT	477,395	480,220
TREASURER	309,675	318,705

PUBLIC SAFETY	2,402,202	2,419,665
PLANNING ENGINEERING & PUBLIC WORKS	777,191	820,858
PUBLIC BUILDINGS	175,680	140,720
COMMUNITY DEVELOPMENT	1,141,219	302,762
PARKS, RECREATION & CULTURAL	680,269	563,520
DEBT SERVICE	<u>68,003</u>	<u>70,076</u>
TOTAL OPERATING EXPENSES	6,031,634	5,116,526
 <u>CAPITAL OUTLAY</u>		
PUBLIC SAFETY	84,000	112,000
PLANNING, ENGINEERING & PUBLIC WORKS	2,020,000	1,998,069
PUBLIC BUILDINGS	1,020,845	439,705
PARKS, RECREATION & CULTURAL	172,000	20,000
COMMUNITY DEVELOPMENT	767,595	--
TOTAL CAPITAL OUTLAY	<u>4,064,440</u>	<u>2,569,774</u>
 OTHER FINANCING USES		
RESTRICTED RESERVES- COMMUNITY DEVELOPMENT	--	359,041
OPERATING RESERVES	--	107,257
TOTAL OTHER FINANCING USES	<u>--</u>	<u>466,298</u>
 TOTAL GENERAL FUNDS EXPENSES	 10,096,074	 8,152,598
ROAD MAINTENANCE	<u>978,848</u>	<u>951,555</u>
 GRAND TOTAL	 11,074,922	 9,104,153

WATER AND SEWER

REVENUE

	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
OPERATING REVENUE		
CHARGES FOR SERVICES-WATER	780,000	817,850
CHARGES FOR SERVICES-SEWER	669,500	669,500
WATER DEBT SERVICE REVENUE	401,000	401,000
SEWER COMPLIANCE REVENUE	487,507	488,255
CONNECTION FEES-WATER	13,220	13,220
CONNECTION FEES-SEWER	34,860	31,600
APPLICATION FEES-WATER	5,000	5,000
MISCELLANEOUS – WATER	2,500	500
MISCELLANEOUS – SEWER	500	500
TOTAL OPERATING REVENUE	<u>2,394,087</u>	<u>2,427,405</u>
OPERATING EXPENSES		
WATER	627,576	1,216,678
SEWER	548,276	603,846
TOTAL OPERATING EXPENSES	<u>1,175,852</u>	<u>1,820,524</u>
OPERATING INCOME BEFORE BAD DEBT, DEPRECIATION AND AMORTIZATION EXPENSE	1,218,235	606,881
BAD DEBT EXPENSE-WATER	5,300	5,300
BAD DEBT EXPENSE-SEWER	2,400	2,400
DEPRECIATION AND AMORTIZATION EXPENSE-WATER	158,725	309,400
DEPRECIATION AND AMORTIZATION EXPENSE-SEWER	422,000	448,620
TOTAL BAD DEBT AND DEPRECIATION EXPENSE	<u>588,425</u>	<u>765,720</u>
OPERATING INCOME (LOSS)	629,810	(158,839)
NONOPERATING REVENUE (EXPENSES)		

AVAILABILITY FEES-WATER	60,000	54,400
AVAILABILITY FEES-SEWER	89,060	82,400
INTEREST REVENUE-WATER	10,735	5,925
INTEREST REVENUE-SEWER	6,500	3,250
INTEREST EXPENSE-WATER	(127,300)	(121,700)
INTEREST EXPENSE-SEWER	(49,305)	(46,515)
TOTAL NONOPERATING REVENUE (EXPENSES)	<u>(10,310)</u>	<u>(22,240)</u>
INCOME (LOSS) BEFORE CONTRIBUTIONS	619,500	(181,079)
CAPITAL CONTRIBUTIONS-SEWER	18,740	19,700
INCOME (LOSS) AFTER CONTRIBUTIONS	<u>638,240</u>	<u>(161,379)</u>

NOTES TO FINANCIAL

- 1) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 2) Income loss is funded by operating reserves
- 3) Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on the RO plant that is currently under construction and expenses for the sewer consent order.

- 4) Principal payments to be funded from income and debt service revenues for 2011 and 2012 are:

Water Debt Service Principal	153,600	159,450
Sewer Debt Service Principal	66,400	70,550

- 5) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	2,920,200	1,965,250
Sewer Capital expenses	695,055	1,017,750

This proposed budget is prepared and published for informative and fiscal planning purposes only. The budget has been prepared on the basis of estimates and requests submitted to the Town Council by town staff. There is no allocation or designation of any Town funds for any

purposes until there has been an appropriation of funds by Town Council.

NO CHANGES IN THE EXISTING TAX RATES ARE PROPOSED FOR FISCAL YEAR 2011-2012.

Notice is hereby given that the following tax rates and levies are being considered by Town Council for Fiscal Year 2011-2012:

Real Estate: To remain at \$0.16 per \$100.00 of assessed value.
Personal property: To remain at \$1.00 per \$100.00 of assessed value.
Machinery & Tools: To remain at \$0.15 per \$100.00 of assessed value.
Mobile Homes: To remain at \$0.16 per \$100.00 of assessed value.
Boats: To remain at \$0.25 per \$100.00 of assessed value.
Meals Tax: To remain at 5% of gross sales.
Cigarette Tax: To remain at \$0.0125 per cigarette
Transient Occupancy Tax: To remain at 5% of gross occupancy charges

TOWN OF SMITHFIELD, VIRGINIA
BY: PETER M. STEPHENSON
TOWN MANAGER



**APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2010-2011**

WHEREAS, the Town Council, in its 2010-2011 appropriation resolution, appropriated funds for certain capital improvements and projects which have not been completed; and,

WHEREAS, funds for these capital improvements have been set aside by the Town Council to insure the completion of these capital improvements; and,

WHEREAS, the Town Council deems it necessary to set aside and restrict these funds appropriated in Fiscal Year 2010-2011 to make certain that appropriated funds are available and to segregate said funds from the general fund:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money appropriated for Fiscal Year 2010-2011 and remaining unspent, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated, set aside and restricted for the completion of certain capital improvement projects, as follows:

GENERAL FUND

Pinewood Heights	\$195,000.00
Streetscape improvements – S. Church Street	\$1,100,000.00

SEWER FUND

Sewer consent order compliance funds	\$150,000.00
--------------------------------------	--------------

HIGHWAY FUND

None.

WATER FUND

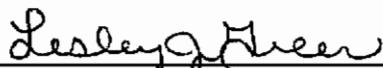
Waterline replacement	\$125,000.00
Water treatment plant	\$250,000.00

Adopted: August 2, 2011



Mayor

Attest:



Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2011-2012

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2011-2012, beginning July 1, 2011:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as hereinbelow specified for the fiscal year commencing on the 1st day of July, 2011, and ending on the 30th day of June, 2012:

A. From General Corporate Taxes and Revenue:

Operating expenses:

For general government	\$480,220
For treasurer	318,705
For public safety	2,419,665
For planning, engineering & public works	820,858
For public buildings	140,720
For community development	302,762
For parks, recreation & cultural	563,520
For debt service	<u>70,076</u>
Total	\$5,116,526

Capital outlay:

For public safety	112,000
For planning, engineering & public works	1,998,069
For public buildings	439,705
For parks, recreation & cultural	20,000
For community development	359,041
For operating reserves	107,257
For road maintenance	<u>951,555</u>
Total	\$3,987,627

GRAND TOTAL \$9,104,153

Appropriated for the foregoing expenses from the following sources:

Taxes:

Real Estate	\$1,737,000
Personal Property	900,000
Penalties & interest	32,315

Franchise	137,620
Sales	259,000
Utility	200,000
Meals-4%	776,000
Meals-1%	194,000
Cigarette	140,000
Transient Occupancy	130,000
Short term rental	1,300
Rolling stock	25
Consumption	51,000
Communications	<u>258,000</u>
Total	\$4,816,260

Licenses:

Privilege licenses	338,800
Permits	14,985
Motor vehicles	<u>130,000</u>
Total	\$483,785

Fines	71,000
Revenue from use of money and property	168,935
Other revenue	5,600
Revenue from Commonwealth of Virginia	204,058
Revenue from Federal Government	<u>991,095</u>
Total	\$1,440,688

Other Financing Sources:

Contributions	765,341
Restricted reserves – beautification	596,524
Capital lease acquisition	50,000
Road maintenance	951,555
Total	<u>\$2,363,420</u>

Grand Total \$9,104,153

B. From Water and Sewer Revenues

For water operating expenses	\$1,216,678
For sewer operating expenses	603,846
For interest expense-water	121,700
For interest expense-sewer	46,515
For water debt service principal	159,450
For sewer debt service principal	70,550
For water capital expense	1,965,250
For sewer capital expense	<u>1,017,750</u>
Grand Total	\$5,201,739

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	817,850
Charges for services-sewer	669,500
Water Debt Service Revenue	401,000
Sewer Compliance Revenue	488,255
Connection fees-water	13,200
Connection fees-sewer	31,600
Application fees-water	5,000
Miscellaneous – water	500
Miscellaneous – sewer	<u>500</u>
Total	\$2,427,405

Non-operating revenue (expenses)

Availability fees-water	54,400
Availability fees-sewer	82,400
Interest revenue-water	5,925
Interest revenue-sewer	3,250
Contribution – capital	<u>19,700</u>
Total	\$165,675

Reserves

Water reserves	\$2,165,203
Sewer reserves	<u>443,456</u>
Total	\$2,608,659

Grand Total \$5,201,739

SUMMARY

Appropriated from general corporate taxes and revenue	\$9,104,153
Appropriated from water and sewer revenues & reserves	<u>\$5,201,739</u>
TOTAL:	\$14,305,892

These appropriations shall be effective as of July 1, 2011.

Adopted: August 2, 2011



Mayor

Attest:



Clerk



PROJECT STATUS REPORTS

Downtown Revitalization Project Church Street Beautification Status Report

On **January 24, 2011**, at the Water and Sewer Committee the following item was discussed: Accept Proposal from Excel Paving Corporation for South Church Street Waterline Replacements - Mr. Gregory stated that the first item on the agenda is a proposal from Excel Paving Corporation for the South Church Street waterline replacement. Mr. Hopkins stated that the attached proposal was to replace the six inch waterline with a eight inch waterline. There would be an approximate nineteen percent increase in water flow in that area. Mr. Hopkins stated that the Public Works staff feels that during the construction of the South Church Street project would be the best time to upgrade the waterline since that area will already be under construction. Mr. Hopkins did point out that if committee recommends approval of proposal the town will receive a credit of \$36,124 because they would not have to offset the existing waterline. This proposal would also prevent an additive change order of \$19,032 which involves additional offsets around the four Charter and Verizon vaults. Mr. Hopkins asked Public Works staff Jeff Smith to speak on behalf of the waterline replacement. Mr. Smith stated that he feels that this would be the best time to replace the waterline. If the line is not replaced the town is operating with a six inch water main and the minimum you should have is an eight inch for fire protection. He also stated that in the long term outlook of the town you need an eight inch there so the town can eventually put an eight inch down Cedar Street and tie in Cary Street with an eight inch line. He stated that the section between Main Street and Thomas Street has never had a waterline and with the potential of a restaurant going in that area the town will be required to supply them with water. The town will also need water in that area for fire protection. Mr. Smith stated that during the construction process there will be leaks in the joints if they do not have repair clamps on them. From staff's point of view if you are already digging up lines to repair joints and service lines it would be in their opinion to replace main waterline because you have already done all the physical work and all you would need to pay for is the materials. Mr. Hopkins added that during the recent construction of AT&T and Columbia Gas staff had to do some waterline repairs along South Church Street from the vibration of the construction. Ms. Minga clarified that the credit would go to the South Church Street project and the waterline replacement is coming out of the Water Fund. Mr. Hopkins agreed. Vice Mayor Williams asked what the old fire station and the old cleaners on North Church Street was hooked to now. Mr. Smith stated they are hooked to an old service line behind the facility. If waterline is approved it will be moved to the front of the building. Vice Mayor Williams asked about what ever happened with putting a dry hydrant in on the town's property on South Church Street near the Cypress Creek Bridge. Mr. Smith reported that Smithfield Foods has installed two dry hydrants in the vicinity of their corporate building. It was discussed that now is the time if committee definitely wants to put a dry hydrant in but no decision was made. Mr. Gregory mentioned that he had a citizen contact him about the water being temporarily shut off and when it was turned back on it had some not so very good looking stuff coming out of their faucets. He stated that they had called the Water Department and was assured that it was safe. Is there anything that the town needs to be letting residents know that they might see in their water when it is temporarily shut off and back-on. Mr. Hopkins stated that they can include some of this information in their flyer that staff sends out to citizens that will be affected by the shutoff. Mr. Hopkins stated that he would also contact the Health Department to get any input from them that may need to be included. Mr. Gregory also stated that he had a call from a citizen that wanted to know what the Town of Smithfield tests for in the water. Mr. Smith stated that the town has four quarterly samples that are taken from all the wells. Water testing taken at residences throughout the town are done monthly. The

Health Department determines what types of testing are necessary and required. Mr. Gregory asked if this information was available for citizens to view. Mr. Hopkins stated that he would look into this and let him know if it is posted anywhere for the public. Consensus of the Committee was a recommendation to approve the proposal and authorize staff to move forward with preparation of the waterline replacement.

On **January 25, 2011**, at the Public Works Committee the following update was given. The Town Manager gave a brief update on the public relations side of the project. He stated that a group continues to meet every Monday morning at 9:30 a.m. at the Visitor's Center to discuss the latest developments of the project. It is open to the public. The contractor with Excel Paving, Richard Hoeflaak will be there the last Monday of every month to answer any questions. The Chamber of Commerce has launched the website for the project and tourism will be updating it as we move forward with the project. The Town Manager stated that staff and tourism did a Smithfield Today taping about a week and half ago and it is being aired now on Channel 13. The taping was on public information about the project. He stated one other item that ran in last week's Smithfield Times was a promotional ad to encourage people to come downtown. It was originally only planned for during the winter months; however it has been asked if the town would be willing to run a promotional ad every month. The Smithfield Historic District Business Association would do a co-op advertisement. This way at least every two weeks either the town would be running an ad or the merchants themselves would be running an ad. The Town Manager stated that he went ahead and approved the ad for January at a cost of \$573.16. He stated that the town does not have a public relations budget for this project so before he agrees to a yearlong contract he wanted to know what committee thought about promotional advertising. Committee was supportive of getting invested with the merchants to promote the downtown area. Mr. Hopkins reported the project is on schedule. He stated the approval of the waterline replacement will be a big help. At this time the storm drains are being installed. Contractors are also installing the necessary base for the parking lot to be located on town's lot. Dominion Power has shifted their poles over due to installation of storm drains. Staff has not heard anything from Verizon. Mayor Hare asked about the height of the poles and if the plan was to still put the wires at the top of the poles. Mayor Hare stated that the benefactor's original plan was to improve the overall aesthetics of that area. Mr. Hopkins will ask Dominion Power what needs to be done to place wires at top of poles.

On **February 1, 2011** a motion to was made to accept proposal from Excel Paving Corporation and Clark Nexsen for the South Church Street Waterline Replacement. Motion passed.

On **April 26, 2011**, at the Public Works Committee the following update was given. The Town Manager stated this is an updated schedule of the work to be done by Excel Paving Corporation through June. He explained that at the last meeting of the month for the Monday Morning Moan Excel Paving was present and went through the work to be done. They will remain for the most part from now until the end of June on the Cedar Street side of the road. No more water cut offs are anticipated. Mr. Hopkins stated the waterline is complete all the way to Hill Street and all the lateral lines have been installed up to Jericho Road. The Town Attorney stated that the water pressure at his residence went from 40 to 60. Committee asked if line on poles could be elevated higher to reduce sight of lines. Staff will contact Dominion Power about above ground lines.

On **May 24, 2011**, at the Public Works Committee the following item was discussed: Change Order # 4 – Clark Nexsen for the South Church Street Streetscape Project (\$13,620) – Ms. Chapman reported that Mr. David Bradshaw and Mr. Mike Tippin of Clark Nexsen were present to talk about this change order.

Mr. Bradshaw explained that Clark Nexsen was tasked to design the streetscape improvement project. A big part of that project was to work with the private franchise utility owners such as Verizon, Charter Communications, and Dominion Power. Mr. Bradshaw explained what lead up to the change order. He stated that their first submittal to the town was a 90% submittal of the South Church Street plans back in July 2009. In October 2009 a follow-up utility coordination meeting was held with all the utility owners including Verizon. A final submittal was made to the town including any comments from the utility owners in January 2010. At this time all utility owners signed off on the final design of their underground utilities. The project then went out to bid for construction. Mr. Bradshaw continued to explain that after three to four months in the construction Verizon came to the contractor, Clark Nexsen and the town and said they wanted to make changes. Some of the changes that Verizon wanted to make were as follows: they wanted to add a vault near the Smithfield Station; they wanted to revise the layout of the duct back from the Smithfield Station to Main Street; and they also wanted to revise some of the layouts of the service connections. Mr. Bradshaw stated that this required a lot more coordination with Verizon to redesign most of their conduit layout and this is why we are here today. The change order is just for the hours spent with all the coordination efforts and redesign that we went through with the utility owner after all the plans had been approved. Ms. Chapman asked for clarification that the change order was at the suggestion of Verizon. Mr. Bradshaw stated that the change order is not but the changes of the design were requested by Verizon. Mr. Bradshaw stated what really should of happened was they should of asked us to make changes during the 90% submittal and final submittal before it went out to bid. Committee expressed concern over Verizon requesting the change and the town being responsible for the cost associated with the change. Mrs. Tynes asked if this was a change to upgrade due to technology. Mr. Tippin replied that this was not a technology change. The change is how you get from point "A" to point "B" of the project. Mr. Bradshaw stated a lot of the duct work was also eliminated through the revision. Mr. Bradshaw explained that there is a potential that the actually overall cost of the construction could be less because of less conduit. Committee continued to express concern that the town did not initiate change so Verizon should pay since request to change was after final approval of plans. Committee does not doubt the work was not done but expressed frustration that change order came to Council after the fact. Mr. Bradshaw explained that they are at the town's mercy because they felt like we could not hold off until we got this approved because the contractor would have had a reason for delay and extra charges to the town on the project. Vice Mayor Williams stated this is a win, win situation for Verizon at the cost of the town. Committee decided to go in closed session to discuss in more detail. A motion was made and properly seconded to go into closed session to receive advice from legal counsel. After closed session it was decided that the Town Manager, staff, and Clark Nexsen would schedule a meeting with Verizon before Town Council meeting on June 7th to discuss changes to plans after final approval. This item will be on the Town Council agenda under old business for further discussion after meeting with Verizon.

On **June 7, 2011** a motion was made to approve Change Order #4 Clark Nexsen for the South Church Street Streetscape Project (\$13,620). Motion passed.

On **June 28, 2011**, at the Public Works Committee the following item was discussed: South Church Street Streetscape Project – Phase V Proposals – Mr. Hopkins reported that while the South Church Street Streetscape Improvements Phase V construction plans were being drawn up, a construction cost estimate was also provided. The total cost estimate included the following two proposals and was included in the budget to complete the job. He explained that the proposal from Excel Paving Corporation was to install 2 Charter and Verizon Service conduit to all residences in the amount of \$147,638.00. Mr. Hopkins then explained the proposal from REW Corporation is to replace thirteen

Dominion Virginia Power meter bases. Mr. Hopkins stated that both proposals equal \$171,431.00. The town has \$165,000.00 budgeted for franchise utility locations. The Town Manager mentioned that there was quite a bit of contingency built in to the project to cover additional cost. Committee recommended approval of proposals to Council.

On **June 28, 2011**, at the Public Works Committee the following item was discussed: Consideration of Street Closure on South Church Street during Construction – The Town Manager stated that since this Phase of the project started a group has met every Monday morning to discuss the project. The group includes the Chamber of Commerce, Downtown Business Association, Tourism, Town Manager's Office, town staff, Smithfield 2020, and once a month an Excel Paving representative will come. The Town Manager stated that we were discussing earlier this month how things were going. Mr. Hoeflaak of Excel Paving had pointed out that at the end of the calendar year he is going to be ready to do the work between Cedar Street and Luter Drive. Mr. Hoeflaak stated that it would make it a lot easier if we can do a detour in that area for approximately 45 day period. It was also discussed at the Monday morning meetings there was a possibility to close the road completely. One of the concerns brought up was truck traffic and vibration. The Town Manager state that Mr. Hoeflaak was asked if road was closed completely how much time would it shave off the project. Mr. Hoeflaak said that it could probably be done by February verses next May. How much we would be able to save we do not know. The Business Association members are completely against closing the road completely. At this time Excel Paving would like to request detour of traffic for work to be done between Cedar Street and Luter Drive. It needs to be officially requested to VDOT for them to bless. This portion of the project you have almost a ninety degree turn and a signal light moving traffic in three directions. Discussion was held on the benefits to having a detour implemented for this section of the project. It would allow the project to move forward at a faster and safer pace. It would also come with cost savings. Committee asked how long it would be before they would need to start working on that portion of the project. Mr. Hoeflaak estimated about 45 days. Mr. Griffin stated that he is working on setting up a meeting with VDOT to get their approval. The primary detour would be from the intersection of Thomas and Luter down Grace Street to Main Street and from Main Street to Underwood Lane to Cedar Street back up to South Church Street. Committee asked why South Mason Street was not used. Mr. Griffin stated that the primary reason for not using Mason Street is North Mason is a narrow road and his concern is truck traffic. Mr. Griffin stated that before VDOT will allow detour they need Town Council's approval. Mr. Graham asked if the road is closed would the contractor be willing to work longer hours to move the project along. Mr. Hoeflaak stated they plan on increasing the hours and the production would be increased at the same time. Committee recommends approval of detour. The complete road closure concept for all of South Church Street was not recommended by committee. The Town Attorney stated that if Council adopts a resolution you at least have the option to detour. Discussion was held on how to keep truck traffic off South Church Street. Mr. Hall asked if road is closed would contractor work with owners of 113 North Church Street and 117 North Church Street for access as they will be working with all property owners needing access to their property. Mr. Bodson stated that he has talked to the business owners on the east end of Main Street that will be dead ended because of the detour to see how they felt about the street closure for the portion of South Church Street between Cedar Street and Luter Drive. At this time they are in favor of the detour. Committee asked staff to look into putting up larger no truck signs. Mr.

Hines made a request to have speed limit reduced to 15mph during the construction process. Staff will contact VDOT to ask if speed limit can be lowered during construction.

On **July 5, 2011** a motion was made to accept the proposal from Excel Paving Corporation to install 2' Charter and Verizon Service Conduit. Motion passed.

On **July 5, 2011** a resolution to VDOT was adopted requesting detour of traffic to allow road closure for a portion of the South Church Street Streetscape Improvement project. Motion passed.

On **July 5, 2011** a resolution authorizing financing for Reverse Osmosis Water Treatment Plant, South Church Street Waterline Replacement and Building Renovations for Police Department and Town Managers Office. Motion passed.

On **July 26, 2011**, at the Public Works Committee the following item was discussed: Follow-up Discussion on Request from Dominion Virginia Power on South Church Street Project - Ms. Chapman reported that Dominion Virginia Power is proposing to relocate all their power poles to the south side of South Church Street. The Town Manager reported that Clark Nexsen did a visual of what is there now and what is being proposed. Currently there are existing Verizon poles on the Little Creek side of the street and opposing that are six Dominion Power poles on the opposite side. The Town Manager explained that the proposed change would relocate the six Dominion Power poles to the Little Creek side of the street and replace the Verizon poles which will be removed. Dominion Virginia Power stated there would be no cost to the town and the request would not cause a delay in the overall project. The Town Manager mentioned that the graphic has been displayed on the South Church Street Beautification's website. Residents of South Church Street have copies and will be going door to door to get input from citizens along the construction zone. He stated that committee meets every Monday so the town should know if there are any objections after next Monday's meeting. Mr. Hopkins stated that Ms. Hines had requested more exact locations of where the poles would be placed. Essentially, they will be placed where the Verizon poles are being removed but will be on the inside of the sidewalk in the public right-of-way. Mayor Hare stated that he wanted to be absolutely certain that all the lateral service lines will be placed underground. The Town Manager stated that right now as it is designed the thirteen service lines that cross the street will be placed underground and the ones on the same side as the poles will be above ground. Mrs. Tynes stated that originally all lines were to be placed underground. Committee held a lengthy discussion on what Dominion Power lines would be above ground and what would be underground. The Town Manager stated that if it was committees desire to have all service lines placed underground on both sides of the road staff would have Clark Nexsen get a cost to have all placed underground. Mrs. Tynes stated that we need to revisit contract where it was discussed that all lines would be placed underground. The Town Manager stated staff would review minutes to see what was originally represented. Committee asked if there was any cost savings to the town moving the poles to the opposite side of the street due to less houses are on the north side of South Church Street. Mr. Hopkins stated that Mr. Sleasman of Dominion Power said there would be some savings. Staff suggested getting cost to have all lines placed underground and bring back to committee for further discussion. Committee would also like staff to verify number of lines that will be on the power poles and why a guideline is needed in the vicinity of 379 South Church Street. This item will come back to August committee once town staff gathers more information to answer committee's questions. The Town Manager concluded that originally the project included a lot more with everything being placed underground and improvements to Jericho Road. Along the way Jericho Road and undergrounding Dominion Power lines was cut from the project. At this time the plans got revised by

Landmark Design Group and a new engineering firm came on board. The Town Manager stated if the town represented that all service lines to residents would be underground then staff will get that priced and bring that back to committee.

On **August 23rd, 2011**, at the Public Works Committee the following items were discussed:

A. Cost Estimate to Convert all Dominion Virginia Power Service Lines Underground – Mr. Hopkins reported the funding sources listed on the memo includes \$821,468 in additional State and Federal Funding that staff was not aware of. VDOT has confirmed that these funds are available for the current/final phase of our streetscape improvements. Mr. Hopkins stated unfortunately those funds cannot be used for utilities. Staff recommends using Gwaltney Beautification funds to pay for the individual underground service lines. The cost estimate to put the lateral lines underground would be approximately \$229,500. Mr. Gregory stated that from his understanding the additional funds are from VDOT's Urban Fund. These funds are what has been allocated and set aside for several years now to use on improvements to the other side of the Cypress Creek Bridge. Mr. Gregory mentioned that he wanted to use as little of the Urban Fund as possible. Mr. Graham asked if the total funding sources available include all of the Urban Fund. Mr. Hopkins replied that it did. Committee agreed that the Urban Funds would only be used as a last resort because these funds were originally designated for the other side of the bridge. Mr. Hopkins stated that committee needs to decide on moving the power poles to one side of the street soon. Vice Mayor Williams stated that the homeowners were going to be contacted to make sure everyone agreed for them to be moved. Council had agreed that if the residents agreed they would be moved to the south side of the street. Mr. Hopkins reported that Ms. Hines has contacted all residents and they were all in agreement. Vice Mayor Williams asked Ms. Hines if she was aware that the Gum tree was going to be cut down. She stated that she understood that. Committee agreed to proceed with placing the Dominion Virginia Power service lines underground.

B. Proposal from Clark Nexsen for Additional Construction Administration Services for Phase V in the Amount of \$20,120.00 – Mr. Hopkins stated that a portion of these additional services is for the Dominion Virginia Power lines to be placed underground. Mr. Hopkins also explained that tomorrow the town is being audited by VDOT on the streetscape project. Clark Nexsen and town staff will be a part of this audit. Ms. Chapman asked if this money was in the current budget for the project. Mr. Hopkins replied that it was not. Discussion was held on the original contract only including 10 onsite visits. This proposal would allow for up to eleven additional site visits. Ms. Chapman asked if this could be paid for through the extra funds that we have been told is available for the project. Staff replied that this could be paid for through the additional funds. Committee recommends approval of additional construction administration services.

C. Acceptance of VDOT Appendix A for Construction Funding – Mr. Gregory stated that this is just VDOT's official documentation on what funds they have allocated to the town. Committee recommends approval of funds allocated for the South Church Street Streetscape Project.

D. South Church Street Streetscape Project Concerns from Residents - Ms. Hines of 355 South Church Street was present on behalf of the residents on South Church Street. She began with stating that the town and staff have been wonderful in helping us get this project going. She stated that the only thing that she was going to mention today was that the perceived idea of a work zone in all reality is different than most people thought it was going to be. There are some health and safety issues that need to be addressed. The biggest complaint is the dust. There are several residents that have health issues like asthma and other respiratory problems that the dust affects. Ms. Hines stated that every week at the Monday Morning Moan meetings she has asked about the watering down of the street and on occasions it has been done. Ms. Hines also mentioned that they leave their large equipment on the street at night and on weekends which makes it difficult for some residents to see to get out of their driveways. Also a lot of the residents cannot park in their driveways due to the paving and curbing work

that cannot be driven over for 7 days. Parking is limited with the large equipment parked along the street. Ms. Hines stated that the residents had requested that the speed limit be reduced and understands that is probably not going to happen but appreciate the fact that the town did request the speed reduction from VDOT. She mentioned that there are people that are driving more than 25mph once construction has stopped at the end of the day. Ms. Hines also mentioned the number of tractor trailers that are still coming through South Church Street. Ms. Hines stated that both of these issues the speed limit and the trucks have regulations that are in place and would like to request that they be enforced. Committee asked if the police department could increase their patrol of that area after construction has stopped to help deter speeding and passing of slower moving vehicles. Mr. Griffin will check with VDOT about posting additional signage in construction zone stating traffic violations have enhanced penalties. Ms. Hines stated that she had one final request and that is for the town to consider complete closure of the road until the completion of the construction. Mr. Randy Pack was present on behalf of the Smithfield Historic District Business Association, Smithfield Station, and the Boardwalk Shops at the Smithfield Station. Mr. Pack stated that they definitely understand the residents' concerns and share many of those concerns, however all three of the organizations oppose the closure of the street. Mr. Pack did state they are in favor of the closure of Cedar Street to Luter Drive during December or January as a means to expedite the project. Mr. Pack stated that these organizations are already working on the tractor trailer issue for getting deliveries. Businesses have been in touch with their vendors to pass to their drivers not to use that section of South Church Street. Vendors have been very accommodating to doing this to minimize the tractor trailer traffic. Committee asked Captain Howell if the Police Department could assist with some of these concerns. Captain Howell stated in regards to some of the concerns expressed by the residents such as the tractor trailer traffic. The Police Department has contacted the Smithfield Foods Headquarters in reference to them notifying their vendors to get the word out that they are not to travel that section of South Church Street. Captain Howell stated that when we do experience tractor trailers in that particular area a lot of times it is a traffic hazard for the officer to have them turn around. Captain Howell mentioned that he feels a lot of these truck drivers are following a GPS and that takes them through downtown. He stated that he does not know how to fix that problem. The current signage that is up was approved by VDOT. Committee held a discussion on their concerns for not wanting to close the construction area completely. Committee expressed concern over there only being two way to go through Smithfield and if the town chose to close this portion of South Church Street traffic would be limited to only one way to get across town. Mr. Goodrich expressed his concerns on why he would like the town to consider complete road closure. He does not think the road closure would impact businesses. Mayor Hare stated that there is no ideal solution for all these issues. Council in making the decision to close the road from Cedar Street to Luter was in response to some of these concerns. Mayor Hare Stated that he too is a resident of this portion of South Church Street and does not like it any more than the other residents, however council has to consider all the factors. He explained that over the years he has come to realize it is impossible to address everything on a project of this magnitude. Mayor Hare stated that this council is committed to getting this project done as quickly as possible. Committee appreciates the homeowners and businesses continued patients. Committee informed the residents that were present that they would do their best to address all of their concerns.

On **September 6, 2011** a motion was made to accept proposal from Clark Nexsen for additional Construction Administration Services for Phase V in the amount of \$20,120.00. Motion passed.

On **September 6, 2011** a motion was made to accept cost estimate to convert all Dominion Virginia Power services lines underground. Tabled until next month.

On **September 6, 2011** a motion was made to accept VDOT Appendix A for Construction Funding for the South Church Street Streetscape Project. Motion passed.

On **September 26, 2011**, at the Police Committee the following item was discussed: Prohibition of Through Truck Traffic in Historic District – Captain Howell stated that one of the issues with trucks coming through the historic district is the GPS system. As it is now GPS systems do not show the historic district as a restricted area for through trucks. Staff has contacted the Virginia Department of Transportation (VDOT) and they have suggested that the Town Council adopt a resolution identifying the historic district as restricted to through trucks. It would then be sent through VDOT's channels and when mapping companies update with the latest changes it would list the historic district as restricted truck routes. Committee discussed the fact that many people do not update the GPS systems so this process would not be very effective. Committee discussed sign placement. There was a lengthy discussion and committee asked staff to verify sign placement especially on Route 10 before they turn on South Church Street. The Town Attorney stated that no matter what your GPS says you are charged with what the sign says. You have an obligation as a motorist to obey the signs. He suggested making sure signage is in place and then have the police department start issuing tickets for those trucks that do not adhere to the signs. The Town Manager stated that staff will look at additional signage. He also stated that at this past Monday Morning Moan meeting it was suggested to get a variable message board to direct trucks to take the bypass while construction is being done on South Church Street. Cost estimate for that was \$2,000 a month. Committee was not in support of variable message board.

On **October 25, 2011**, at the Public Works Committee the following items were discussed:

A. Dominion Power Request to Relocate Poles – Mr. Hopkins explained that this item has been discussed before and it needs to be placed on the agenda for Council's approval. Mr. Hopkins did stated that not all of the poles will be moved to one side of the street when the town is dealing with the North Church Street section. As many as possible will be moved in the residential portion of South Church Street. Mr. Graham stated that if he remembers correctly this item was placed on the agenda previously but was pulled so that staff could get additional cost estimates. Mr. Hopkins explained what was on the agenda was to get actual cost estimates from Dominion Virginia Power, REW Corporation, and Excel Paving to have residential lines installed underground. He continued to explain that at this time he still does not have all the numbers so this item is expected to come back to November's Committee. This item to have poles moved is at no cost to the town and will reduce the number of guide wires. Mr. Hopkins stated that there will still be one guide wire that will cross the road down near Mr. Edwards's property. Mr. Gregory asked staff to confirm that moving these poles to one side will drastically reduce the total number of poles remaining when project is done. Mr. Hopkins stated that there will not be any short poles. The ones that remain will be Dominion Power poles. Mayor Hare stated that he would also like to know specifically how many poles we have now and how many poles we are looking at when the project is complete. Mr. Hopkins stated he thought the number of poles would only be reduced by one. Currently there are four wires that cross the road. Three of the wires are guide wires, one for Dominion Power, one for Verizon, and one for Charter. Two of those wires are coming down because Verizon and Charter are going underground. Committee directed staff to follow up with getting number of poles before and after and what the cost estimate will be for placing residential service lines underground.

B. Smithfield Historic District Business Association (SHDBA) Request – Dr. Cook stated that Ms. Gwaltney of the Smithfield Historic District Business Association (SHDBA) has made a request to have

the intersection of South Church Street and Main Street reopened on weekends during the time it is scheduled to be closed to help expedite the project. Committee discussed that reopening the streets for the weekend would defeat the purpose of closing it down because contractor would spend a half a day on Friday rebuilding the road to reopen it and half a day on Monday to dig it back up. Committee asked if the town has any influence on the contractor to have them work on the weekends. Vice Mayor Williams stated that if it rains during the week we can suggest to them to work on Saturday, but the town cannot make them do overtime. Discussion was held on negotiating with the contractor to work longer days and weekends to expedite project. Mayor Hare asked if an estimate was ever given on how long it would take if we close the street down. Mr. Hopkins stated that it was verbally mentioned but nothing in writing. Instead of May the project would be completed in March. Committee stated that the end of the project is near and we need to know how much money is involved in completing it, how long exactly is it going to be closed, and how much weekend work the contractors are willing to do. Committee directed the Town Manager to write a letter to SHDBA to let them know that committee has discussed their request and feels like reopening the road on the weekends would defeat the purpose of closing it to expedite the project. Mr. Hopkins stated that he would address committees question as to the cost estimate of savings, how long it will be closed, and whether contractor is willing to work on Saturdays. Committee also directed the Town Manager to write a letter to Ms. Clark to address her concerns.

On **November 1, 2011** a motion was made to authorize Dominion Virginia Power to relocate Poles along the South Church Street Streetscape Project. Motion passed.

On **November 29, 2011**, at the Public Works Committee the following item was discussed: South Church Street Project Cost Updates – Ms. Chapman reported that she had received some information in detail from the Town Manager in regards to the burial of the Dominion service lines. The original attachment that was sent out in the packet has the cost estimate for Dominion Virginia Power at \$255,000 for forty-four residential properties and \$22,400 for commercial properties which includes Chamber of Commerce, Verizon, Christ Episcopal Church, and Mansion on Main. She continued to explain that the total of those two taken away from the \$498,400 that was the overall connection expense is a difference of \$221,000. Ms. Chapman stated that after talking to the Town Manager the burial of residential lines cannot come from the grant and urban funds. However the town does have enough in private donation funds to pay for burying the service lines. Ms. Chapman gave a more detailed breakdown of how we got to this point in the project. The \$277,400 as stated before includes forty-four residences in the amount of \$255,000 and Commercial properties in the amount of \$22,400. The breakdowns of the commercial properties are as follows. The street light wire on Jericho Road would account for \$3,500. One span of streetlight wiring next to Smithfield Foods Engineering would count for \$3,200. The electrical service to Smithfield Foods Engineering office and the Chamber of Commerce counts for \$3,500. The Mansion House Arts & Antiques accounts for \$6,800 and the Isle of Wight Museum \$5,400. Ms. Chapman reported that an explanation was given as to why the burial of the service lines were not included in the budget. It goes back to June 2008 where the Council that was in place at that time was finishing up the phase of work in front of the Smithfield Station. The cost estimates of the phases keep escalating and it became clear that something had to be cut or deleted in order to meet the projected cost with the

fundraising available at that time. So direction was given to staff and the previous consulting engineer which was Landmark Design Group to let the Dominion poles and all power lines stay above ground. This cut out \$2.5 million dollars. At that time it was also decided not to rebuild the brick portion of Jericho Road which cut approximately \$360,000. Discussion was also held on reducing the landscaping but was not given direction by Council to come back with any of this. Clark Nexsen then took over the project as the town's consulting engineer. They moved forward with the plan that Council had decided on in 2008. Mrs. Tynes expressed her concern that there was a mix up in communication and Council had agreed that all service lines would be placed underground. The Town Manager stated that at the Verizon building location there is such a short distance between the pole and the building that line would remain above ground. Mayor Hare asked if the total cost from Dominion Virginia Power, REW Corporation, and Excel Paving Corporation was included in the overall projected expenses for the project. The Town Manager confirmed that they were and asked Mr. Hopkins to explain what R.E.W. Corporation and Excel Paving Corporation cost estimate included. Mr. Hopkins reported that Excel Paving Corporation cost estimate of \$54,073 is due to the power lines crossing the road. They are unable to bore under the road like they would like to do so they have to do an open cut. Mr. Hopkins mentioned that he had spoken to Mr. Bristol with Virginia Power to see if this was a reasonable estimate. They agreed that it was a reasonable estimate. Mr. Hopkins handed out a map that shows where the additional crossings will occur. The cost estimate for R.E.W. Corporation is to replace the meter base and electrical work. The map shows where the additional conduit will need to be installed by Excel Paving Corporation. Mr. Hopkins mentioned that the lines that Dominion Virginia Power is doing is not the same number that R.E.W. Corporation is doing. There are thirty residential homes on South Church Street being addressed by Dominion Virginia Power and twenty-six being addressed by R.E.W Corporation with new meters. Mr. Gregory asked if staff could tell him if the entire \$498,400 amount for Dominion has to be paid for by private funds. The Town Manager stated that a big portion of that original amount for Dominion Virginia Power are street lights and they can be paid for through grant funding. Anything off the public right-of-way on private property cannot be paid for with grant funding. Mr. Hopkins stated that the R.E.W. Corporation estimate is pretty solid. There are five houses that there is a question on because the vinyl siding goes right up to the meter box and the new meters will be a little smaller so there may be some discussion between staff and the resident on how they want to do the vinyl siding. Mr. Hopkins also stated that Excel's cost estimate is pretty solid as well. However Dominion Virginia Power is definitely an estimate and it could go 10% higher or 10% lower. He stated that as soon as they get the go ahead they will follow through with construction plans being drawn up to get a final figure. This process will take approximately six weeks. Mr. Graham asked if the town was going to get a significant savings by agreeing to the partial closure and detour of South Church Street after the first of the year. The Town Manager stated that Mr. Hoeflaak of Excel Paving Corporation had just provided this information to the town today. Mr. Hopkins stated that due to the road closure detour the town is saving approximately 45 days of construction time. Cost wise with the additional signs for detour that will cost approximately \$8,700. The town savings was only about \$12,000. Mr. Hopkins explained that he talked with Mr. Hoeflaak and they came to an agreement of \$20,360.00 as far as savings. Discussion was held on why there was not a bigger cost savings to the town. Mr. Hoeflaak explained that back in December when the project first started we installed some road closed to thru traffic signs and within about a week all those signs had to come down. Mr. Hoeflaak stated that his coal patching expenses are \$200.00 a ton and he has gone through

approximately \$65,000 in patching from rain hitting the cold patch and having to constantly address it. He stated that they cold patched yesterday and due to the rain they already have to go back over the same spots again. This is due to the number of heavy vehicles that are cutting through the project area. Mr. Hoeflaak stated that the road closure will not speed up the process but Excel Paving Corporation will be putting two or three crews out there to get more manpower. He stated that we are not necessarily laying pipe faster. He stated that the town has too many utilities that cross to be able to run a hundred foot a day. Mr. Graham stated that due to the road being closed they will not have to close and open work areas each day and that in itself should have some cost savings. Mr. Hoeflaak stated that the road still has to be where it can be accessed for emergency vehicles each night before they leave. Excel Paving Corporation will also start working six days while the road is temporarily closed to through traffic. Mr. Hoeflaak stated that he had spoken to staff and has agreed to take off the additional cost of the signs. He stated that when he starts working on the road crossings and the town has extra conduits that need to go in he will give us a credit if he can put them in an open trench that he already has going across the road. Mr. Hoeflaak stated that the traffic has slowed them up drastically not to mention that when Excel Paving got the notice to proceed on December 6th, 2010 all they could do was take down trees for the first month until after the first of the year because the town did not want anything torn up until after the holidays. Mr. Hoeflaak also stated that he has not requested any weather delays which eighteen days out of thirty days in August and September we had rain. The spec book provides us with six. This project could have been delayed until finishing in August and September but this partial road closure will allow the project to be completed in May. He stated that they are bumping up the number of crews working however the cost is still there. Vice Mayor Williams asked what condition the road from Smithfield Station to Cedar Street will be in while the road is closed from Cedar Street to Luter Drive. Mr. Hoeflaak stated that the only other thing that will need to be done in that area will be the road crossing for the Dominion Virginia Power. After that Excel Paving can come in and mill the road. Mr. Hoeflaak stated that he does not want to overlay the road until he gets the mud slabs and pavers in. Once the Dominion poles have been relocated to one side of the street then the work on the mud slabs and pavers will start. He stated that they are waiting on Dominion because he does not want to start mud slabs and pavers and then Dominion Power bring in their big trucks. Mr. Gregory asked if it is hurting the town to have a finished project through there with them still having to bring in large equipment and dump trucks. Mr. Hoeflaak stated that Excel Paving could come in and mill the road to make it a little smoother. The road will be grooved and will have a hum to it when traffic is on it. Mr. Hoeflaak stated that he does not recommend doing a finished product until all the big trucks are off of it. Committee asked if milling the road would be an additional cost to the town. Mr. Hoeflaak stated that milling the road was included in the overall contract so there would not be additional cost to the town. Mr. Hoeflaak stated that the scary part is the areas where the asphalt is very thin sitting on concrete. When you take an inch and a half off milling the road you take the chance of the asphalt breaking up especially in the cold winter months. Mr. Gregory asked if we are not going to be able to use Urban Funds for the burial of the service lines does that mean the town will have to use more of the Urban Fund total than we had previously anticipated. The Town Manager replied that is correct. He explained that previously the town had anticipated on using half of the Urban Fund which is approximately \$1 million of the \$2.2 million. So the town would use more. At this time the town does not have another project designated after this project. Committee discussed that all service lines would be placed

underground and there would be a couple of guide wires that would remain going across the road. Ms. Chapman asked if there were any more questions on the South Church Street project. Mr. Graham stated that he feels that the town should pay for the underground work in the public right-of-way but the residents of South Church Street should pay the normal cost for individual service line to be buried outside the public right-of-way. He also stated that those residents that have made contributions to the project would be credited that amount. A lengthy discussion was held on who shall be responsible for paying for underground service lines outside the public right-of-way. The majority of Council agreed that the project was too far along to ask the residents to pay for this individually. This beautification project is for all the citizens in the Town of Smithfield. Committee recommends approval of the burial of the Dominion Virginia Power service lines and street crossovers. Ms. Moore asked for clarification on what would be underground. She asked what happens from the town's property line to the houses. Committee stated that all those service lines would be underground. Mr. Hopkins stated that there are a couple of residents with exceptions where they have poles in their yard. For those residents it will go underground from the main power poles on South Church Street to the power pole in their yard. From that pole to the house it will be above ground unless the resident chooses to pay to have it put underground. Mr. Graham asked if the town has any liability because the new meters going on the houses is smaller and a homeowner may request new siding on their house to cover up the size difference of the meters. Staff will need to meet with the homeowners to discuss this issue prior to work being done.

On **December 6, 2011** a motion was made to accept proposal from Dominion Power, REW Electrical and Excel Paving Corporation for burial of Dominion Service lines and Street Crossovers for the South Church Street Streetscape Project. Motion passed.

Pinewood Heights Relocation CDBG Project Status Report

On **January 4, 2011** a motion was made to accept Addendum # 6 to contract Community Planning Partners, Inc. for Management Assistance Services on the Pinewood Heights Relocation Project – Phase I Completion. Motion passed.

On **January 4, 2011** a motion was made to accept the Pinewood Heights Relocation Project Planning Grant – Phase 2 Contract with Virginia Department of Housing and Community Development and Community Planning Partners, Inc. Motion passed.

On January 25, 2011, at the Public Buildings and Welfare Committee the following update was given. The Town Manager stated that we do have eight structures that have been cleared and are ready for demolition. The town has a couple more that are pending. He stated that 71 Carver was property that had been vacant long before the project started and because there are a lot of heirs involved the town has been unsuccessful at acquiring the property. In terms of removing the blight in that neighborhood Town Council designated that structure as a public nuisance. The sixty days is up and none of the heirs have contacted the town. The property has been inspected by the county building inspector and has been deemed uninhabitable. The Town Manager stated that the last step is for him to send a ten day notice to the property owner. At this time the Town Manager will put in writing his recommendation to Town Council. Dr. Cook asked who is responsible for paying for the demolition. The Town Manager replied the town would pay to have structure demolished and then place a lien on the property for the amount the town spent. The Town Manager stated that he did attend, last week, the required meeting in Richmond to go over the steps in applying for Phase II. Phase II would consist of the north side of Carver Avenue. An Application must be submitted by March 31st, 2011. He stated that between now and March 31st there are several requirements. The first is the town must hold a Management Team Meeting which has been scheduled for February 8th @ 4:00 p.m. at the Smithfield Center. The second requirement is to hold two public hearings. The Town Manager explained that the public hearings did not need to be held by Town Council. They just need to be advertised as public meetings. The first public meeting has been advertised and will be held immediately following the Team Management meeting at 5:30 p.m. on February 8th. It is optional on whether any Council members would like to attend. The purpose of the meeting is to allow the public to comment on the previous use of Community Block Grant Funds whether it is for the Pinewood Heights Project, Rising Star, etc. The second public hearing town staff would like to do right before the submittal on the 31st of March. Town staff would like to propose that following the Committee meetings on March 28th @ 6:00 p.m. The second public hearing is recommended to be a Council public hearing. This requirement is on the application. Lastly, the Town Manager stated that the town has received reimbursement from the County for their commitment on Phase I minus \$10,000.00. These funds were not budgeted this year so they will pay the remaining \$10,000.00 after July 1st. Mayor Hare asked if staff was still going in the direction to have a controlled burn to remove some of the structures. The Town Manager stated that at least two of the properties are not adjacent to an occupied unit and can be done safely. The Police Department is looking at doing

some exercises in the two units located at 85 and 86 Pagan Avenue. Staff is looking at March 2011 for demolitions. Mayor Hare asked who would be demolishing structures. The Town Manager explained that the contract expired with the original contractor, however after reviewing original bids A.V.E.S. was indeed the lowest bidder when they were originally received. The Town Manager stated that he has talked with Mr. Moody and will negotiate with A.V.E.S to have structures removed. Vice Mayor Williams stated that he would contact Rusty Chase of Isle of Wight County to schedule a control burn.

On **March 1, 2011** a motion was made to authorize the Town Manager for removal of structure at 71 Carver Avenue in Pinewood Heights and to send the appropriate notices. Motion passed.

On **March 28, 2011** a Public Hearing was held to solicit public input on the proposed Community Development Block Grant (CDBG) Application of the Town of Smithfield for Phase II of the Pinewood Heights Redevelopment Project to be submitted March 30th, 2011.

On **March 28, 2011** a resolution was adopted to apply for Community Development Block Grant Funds for Pinewood Heights. Motion passed.

On **April 26, 2011** at the Public Buildings and Welfare Committee the following item was discussed: Initiate Rezoning Process for Pinewood Heights Neighborhood – The Town Attorney reported that Mr. Saunders had prepared a staff report to get ready and advertise for a public hearing at Planning Commission level when staff realized that when you advertise a change in this many parcels it requires a resolution from Town Council to initiate the process. The town is the owner on most of the parcels however we do not own all the parcels. At this time staff needs a resolution from Town Council directing the Planning Commission to hold a public hearing to rezone the property. Mr. Saunders stated that the rezoning would only be for Phase I of the Pinewood Heights neighborhood. The Town Manager stated the rezoning would change the zoning to an industrial classification to make it more usable for the redevelopment of the property verses what we rezoned it to a couple of years ago. Committee agreed that this has always been the plan as the Pinewood Heights neighborhood is relocated to other locations. The Town Manager explained it is zoned industrial now but would be rezoned to a different type of industrial classification. The point of the resolution is to initiate the public hearing process. Mr. Hopkins explained the difference between the two industrial zonings. Committee recommended approval of resolution.

On **April 26, 2011** at the Public Buildings and Welfare Committee the following update was given: Mayor Hare stated that based on the last discussion where Council voted to pursue funding for Phase II committee expressed concern over the funding from the town side. Mayor Hare reported that he had spoken to a person that works with him about this project that serves as one of the commissioners on the Virginia Housing Department Authority (VHDA) in Richmond. This person suggested that the town call the VHDA in Richmond. Since the town does not have our own housing and redevelopment authority we do not have the expertise to know other places to go or resources to bring in to help with funding. He explained that after talking to them there is a VHDA Reach Team that will come down to take a look at the sight and then offer advice or suggestions of other ways we may make this project happen at a faster pace. The Town Manager will contact VHDA. This information was for informational purpose only at this time.

On **May 3, 2011** a motion was made to accept the recorded Deed for 73 Pagan Avenue, Pinewood Heights Neighborhood. Motion passed.

On **May 3, 2011** a resolution was adopted authorizing the Town Treasurer to renew Line of Credit with TowneBank for the Pinewood Heights Project. Motion passed.

On **May 3, 2011** a resolution was adopting to Initiate Rezoning Process for Phase I of the Pinewood Heights Neighborhood. Motion passed

On **May 3, 2011** a motion was made to accept the Deed for 80 Pagan Avenue, Pinewood Heights Neighborhood.

On **May 24, 2011** at the Public Buildings and Welfare Committee the following item was discussed: Adopt Fair Housing Certification – The Town Manager explained that there are certain activities when we receive federal funding that the town has to do whether it is attending workshops, adopting a resolution, putting an ad in the paper, etc. This is a housekeeping item to adopt a resolution for the Fair Housing Certification. Committee recommends approval to Council.

On **June 7, 2011** a motion was made to accept the recorded Deed for 74 Pagan Avenue of the Pinewood Heights Relocation Project. Motion passed.

On **June 7, 2011** a resolution was adopted to authorize Fair Housing Certification for the Pinewood Heights Project. Motion passed.

On **June 28, 2011** at the Public Buildings and Welfare Committee the following item was discussed: Pre-Public Hearing Discussion: Rezoning Heavy Industrial to Commercial Industrial - Pinewood Heights Relocation Project – Mrs. Tynes stated that a couple of the residents had contacted her about the rezoning. They want to know if their property value will go up being zoned commercial rather than residential. The Town Attorney stated property is already zoned heavy industrial so property values will not be affected. This rezoning from Heavy Industrial to Commercial Industrial is designed to give more flexibility and ease the setback requirements for industrial development. It is another step in this long process to make this a viable area. The Planning Commission unanimously recommends approval to Town Council of rezoning. Committee recommends approval to Town Council.

On **August 2, 2011** a motion was made to accept Deed for 63 Carver Avenue of the Pinewood Heights Relocation Project. Motion passed.

On **September 27, 2011** at the Public Buildings and Welfare Committee the following item was discussed: Pinewood Heights Relocation Project – Phase II Pre-Contract Activities – The Town Manager stated that this past July we received notice of award for the next round of funds for Phase II of the Pinewood Height Project. He explained that we do not have a contract yet but do anticipate that contract by the end of the calendar year. This will be a separate item at that time to have Town Council formally accept the contract to move forward with the project. The items on committee now are pre contract items that need to be adopted by Town Council before the town can accept the next round of funding for Phase II. The items include resolutions adopting Anti-Displacement Plan, Fair Housing Certification Local Business and Employment Plan, Non-Discrimination Policy, and Section 504 Grievance Policy. It also includes three ads that need to be published in the newspaper. The second part of the pre-

contract activities is a contract agreement between the Town of Smithfield and Community Planning Partners, Inc. for professional pre-contract services in preparation of Phase II of the Pinewood Heights Redevelopment Project. Vice Mayor Williams asked what the cost estimate is for Phase II if Council chooses to make forward. The Town Manager stated Phase II was \$2 million so the town would be responsible for approximately \$1 million. He mentioned that on our side before we sign the contract to move forward the town needs to make sure the state is aware that our funding source is limited and will take several years to complete. Committee agreed that everyone involved in Phase I of the Pinewood Height project had learned a lot about the process of the project. Committee recommends approval of pre-contract activities.

On **October 5, 2011** a motion was made to accept Contract from Community Planning Partners for Pre-Contract Activities in Preparation of Pinewood Heights Project – Phase II. Motion passed.

On **October 5, 2011** a motion was made to adopt the Anti-Displacement Plan for Pinewood Heights Project – Phase II. Motion passed.

On **October 5, 2011** a motion was made to adopt Fair Housing Certification for Pinewood Heights Project – Phase II. Motion passed.

On **October 5, 2011** a motion to adopt the Local Business and Employment Plan for Pinewood Heights Project – Phase II. Motion passed.

On **October 5, 2011** a motion was made to adopt a Non-Discrimination Police for Pinewood Heights Project – Phase II. Motion passed.

On **October 5, 2011** a motion was made to adopt Section 504 Grievance Procedure Policy for Pinewood Heights Project – Phase II. Motion passed.

Water Treatment Plant / Reverse Osmosis Status Report

On **March 28, 2011**, at the Water and Sewer Committee the following items were discussed:

A. Construction Update – Mr. Hopkins reported that he had visited the site recently and the construction is really looking nice. He stated that all the brick work and block work on the exterior of the building is expected to be completed by April 11th. The roof will not be installed until after the large pumps and equipment are placed inside. The equipment is expected to be installed by end of April and roof will be installed by end of May. Mr. Hopkins reported that the project is approximately twenty-one days ahead of schedule. The Town Manager reported that staff is looking at starting training in the July/August timeframe. Then once we have completed the water modeling and performed lots of testing we may be ready to bring online after Labor Day.

B. Projected Operating & Maintenance Cost – The Town Manager reported that included in the packet was our best estimate of projected costs that we do not pay currently. Once we bring this facility online we will start to incur expenses annually. The Town Manager stated that we will need to hire one full time person to operate this plant. The town currently has two licensed waterworks operators. The facility is required to have at least one person with a Class 3 Waterworks License. He continued to explain that in addition to their other duties the two that are licensed one of them does quite a bit on the sewer system as well. Staff would recommend advertising in June to bring someone on in July to be included in the training. This person would be dedicated to this facility. The Town Manager also stated they would recommend finding someone who has a Class 3 Waterworks License so we have two people that meet the requirement to operate the facility. The Town Manager stated that he has received a job description from James City County who operates an R.O. Plant. They have offered any technical assistance to have their folks come over to help with training. The plant will have to be checked every day. Discussion was held on proceeding with doing a rate study on water charges. Ms. Minga stated that she was ready to start working on the rate study now while we are in the budget process but need some feedback from Committee on a couple of things. She mentioned that last month an update was given on the meeting with DEQ about our Conservation Policy. She asked if we are planning on doing anything about it. Mr. Gregory stated anything we do must be conservation neutral. He stated that after talking to DEQ and Mr. Snyder he would support changing the conservation plan with the understanding we will need to offset it with the water rates. The cost might not be reduced to the consumer but at least you are being charged for what you are using. A lengthy discussion was held on how to charge for water. Mayor Hare asked if Mr. Gregory had any ideas how to offset the conservation policy change. Mr. Gregory replied it would be offset with the water rate. The amount the consumer would pay would be based on pure water usage and higher volume of water usage will be penalized with a higher rates under a tiered system. Mayor Hare asked if the town would need to notify DEQ of changes to policy. Mr. Gregory stated they would like for us to submit a preliminary plan of what we are planning to do. That way they can review it and give us comments back. A lengthy discussion was held on trying to determine how the town can dispose of the discharge water from the R.O. Plant instead of sending to HRSD. Committee asked if it was possible to construct a mini processing plant so water could be reused instead of paying to have it sent to HRSD. The Town Manager stated that staff would revisit to see if any options have come available. In the meantime the Town Treasurer will begin working on the rate study for water and sewer.

On **April 25, 2011**, at the Water and Sewer Committee the following items were discussed:

A. Authorize Advertisement of New Waterworks Operator Position – The Town Manager explained that we already have waterworks operator in the town's Pay and Classification Plan. It is very

consistent with what other operations and localities are paying for waterworks operators. He stated that he wanted the job description to mirror what James City County has because they have a Reverse Osmosis Plant that has been fully operational for years. The position is a grade 15 salary range with the beginning salary of \$38,000. The position would not become funded until July 1st. Staff needs time to advertise and interview for the position. Committee recommended approval to advertise for a waterworks operator.

B. Construction Update – The Town Manager reported that Mr. Cargnel has been coming regularly for construction meetings with the contractor, subs, and staff but was present today to give an overall update to committee on the project. Mr. Cargnel stated the construction of the Reverse Osmosis Plant is approximately 75% complete. He explained the invoicing is probably lagging behind because they are just getting to the point where they are installing all the equipment. However, from this point forward invoices are going to be pretty big as they do come in due to installation of equipment. Committee asked if project was on schedule. Mr. Cargnel replied that they are a little ahead of schedule. Mr. Cargnel reported that all the yard piping has been installed. All the below grade concrete work is done. The masonry work is complete. The roof trusses will be installed in the next couple of weeks. Once the roof has been completed the building will be dried in and the electrical equipment can be installed. Currently they are working on interior piping and beginning to install equipment such as pumps. Mr. Cargnel stated the potential start up of the plant is scheduled for August. Mr. Cargnel stated that he feels that English Construction and R.E.W Corporation have done a nice job with very few problems. Training for the plant will begin in July.

C. Evaluation of Options for Concentrate Discharge – Mr. Cargnel explained that in 2007 the plan in the early designs was to discharge the concentrate generated by the Reverse Osmosis Treatment facility into Cypress Creek. He continued to explain that the town applied for a VPDS Permit to allow us to do this when we found out the State passed a new law which does not allow us to discharge in Cypress Creek due to nutrient limits imposed on the discharge concentrate by DEQ. Mr. Cargnel explained that any discharge into the Chesapeake Bay Watershed is subject to the nutrient regulations if more than 300lb per year of total phosphorus or 2,300lb per year of total nitrogen will be discharged. Mr. Cargnel explained that based on the raw well water quality data available for phosphorus the concentrate produced by the Reverse Osmosis Treatment facility will exceed the 300lb per year limit. A cost evaluation was performed in 2008 of five options for handling the concentrate as the treatment plant was designed at that time. A description of the options and the associated capital cost, operation and maintenance cost, and total present worth cost were summarized in the table that was provided in committee's packet. Mr. Cargnel discussed the options. It was determined that the cheapest option #4 which was to increase the reverse osmosis plant recovery using a 3 stage R. O. and discharge the reduced volume of concentrate to HRSD. That is essentially how the plant is designed currently. Mr. Gregory asked if capital cost included cost of what was already being constructed. Mr. Cargnel replied yes. A second table was also provided with cost per 1,000 gallons of water produced for each of the five options. The costs presented in these tables have not been updated and are based on 2007 cost. Mr. Cargnel stated that since 2007 the cost of discharge to Hampton Roads Sanitation District (HRSD) has increased significantly. A lengthy discussion was held on how to get rid of the concentrate without sending it to HRSD. Mr. Cargnel stated discharge would have to be treated to get it below the discharge regulations. It would essentially be like operating a small treatment plant. The Town Manager stated that Mr. Cargnel will be requesting a meeting with HRSD to see if they are our only option or if they are willing to charge us at a more favorable rate than your standard customer based on the content of the discharge. He stated that they recommend re-evaluating the disposal method for the concentrate after the plant is operational.

On **May 23, 2011**, at the Water and Sewer Committee the following item was discussed: Reverse Osmosis Water Treatment Facility – Mr. Stephenson explained that a couple of items had been received in regards to the Reverse Osmosis plant. The first item being a very large invoice from I.T.T. for the reverse osmosis skid. This item is scheduled to be shipped June 7th, however the town per our agreement must cut a check before they put the skid on a truck for delivery. This item is a direct purchase item. The second item would be a change order to cover several different things on the Reverse Osmosis plant. At this time the direct purchase items have not been taken out of the contract. This change order officially acknowledges the Town of Smithfield is directly purchasing the generator, the skid, the pump, etc. to reduce sales tax. Mr. Stephenson stated that the change order gives a total deduction of the overall contract by \$1,323,625.00.

On **June 7, 2011** a motion was made to accept change order number nine with English Construction Company for the Reverse Osmosis Water Treatment Facility. Motion passed.

On **June 27, 2011**, at the Water and Sewer Committee the following items were discussed:

A. Change Order from English Construction for Drainage Improvements in the Amount of \$9,072.00 – Mr. Gregory reported that the next item was a change order request in regards to a drainage issue at the Reverse Osmosis Plant site. He stated that he had met on site with staff and the contractor. Essentially, there is an area that during heavy rain washes out really bad. That area needs concrete and a culvert to move that water out and get it down where it belongs without creating an erosion problem every time we get a heavy rain. Mr. Stephenson stated that he has spoken to Dan Cargnel of Buchart Horn, Inc. and that even with this change order the project remains pretty much on budget. Committee recommends approval to Council.

B. Water Treatment Plant Update – Mr. Stephenson stated that a couple of weeks ago while Mr. Dan Cargnel was in town for the regular monthly progress meeting on the water treatment plant he and I met with the General Manager of HRSD regarding the rate the town will be charged for discharge. We were told that no discounts will be offered due to the fact that their rates are regulated by the SCC. Mr. Stephenson stated that the town does have the rate effective July 1st and what the projected increase will be for the next two years. In the meantime staff will continue to look at other alternatives. Mr. Gregory mentioned that he plans to attend a free seminar in Raleigh N.C. about water conservation and what other municipalities are doing to save water. He explained that the listed topics sound like a lot of what we are dealing with here in Smithfield.

On **July 5, 2011** a motion was made to approve Change Order from English Construction for drainage improvements at the Reverse Osmosis Water Treatment Facility site in the amount of \$9,072.00. Motion passed.

On **July 5, 2011** a resolution was adopted authorizing financing for Reverse Osmosis Water Treatment Plant, South Church Street Waterline Replacement and Building Renovations for Police Department and Town Managers Office. Motion passed.

On **July 25, 2011**, at the Water and Sewer Committee the following update was given: The Town Manager reported that Mr. Jack Reed has been hired as our new Reverse Osmosis Water Treatment Plant Operator. He will begin work next Monday, August 1st. He comes to us from Halifax County Service Authority where he has spent the last six years as a senior operator. He and Mr. Brian Freeman will be the town's two R.O. Plant operators to cover the seven days a week schedule. The Town Manager stated that August 22nd is the targeted startup date. He stated that English Construction has done a very good job and are right on schedule. Substantial completion will be approximately twenty-five days after the

August 22nd startup date. A notice will be required to be sent out to all our customers prior to the actual switch over from current ground water to treated water. The Town Manager also mentioned HRSD required sampling procedures. The permit requires that the town take a laundry list of samples for the first 30 days of operation. The Town Manager stated that he appealed this requirement because this permit is for clean concentrate discharge water that will be expelled from the R.O treatment plant. However no exceptions will be made. The Town Manager explained that DEQ has taken no action since we submitted our permit renewal package in November 2005. The town will be taking five wells around town offline and the new Well 10 that sits inside the R.O. treatment plant with existing Well 8A are not addressed on paper. Staff continues to work on setting up a meeting with DEQ to bring this to a resolution. Committee asked if there was anyone else that was qualified to be used as backup for the R.O. treatment plant. The Town Manager stated that the town has Mr. Jeff Smith who is a Class 4 waterworks operator. He will be involved with the training especially on the maintenance side. He will not be involved as much in the day to day operations but he will certainly be a back up on the maintenance side. At this time the town does not have any other operators. He explained that the plant would not be operated 24/7. It would be operated "X" number of hours per day which is determined by volume of water used. Town staff did not want to over staff R.O. Plant until we determine how much it will need to be operated. Mrs. Tynes asked if Council could plan a field trip to see the plant. The Town Manager stated that he is working on setting up a field trip to do site visits of the R.O. Water Treatment Plant, New Fire Facility, New Police Department & Town Manager's office. He is hopeful to be able to incorporate that in next month's committee meetings. He is also working on a date for the ribbon cutting for the R. O. Plant. This item was for informational purposes only.

On **September 26, 2011**, at the Water and Sewer Committee the following update was given: The Town Manager reported that the water treatment plant would be fully operationally tomorrow. Dr. Cook asked how long it would take to replenish the water in the tanks and change the taste of the water. The Town Manager stated that should take a couple of days.

On **December 6, 2011** a motion was made to authorize the Town Manager to accept Water Treatment Plant change order number 2 (reduction) from English Construction Company. Motion passed.

On **November 28, 2011**, at the Water and Sewer Committee the following items were discussed:

A. Water Treatment Plant Change Order Number 2 (Reduction) from English Construction Company – Mr. Gregory reported that this item was a change order reduction for the Reverse Osmosis Plant for just over nine thousand dollars. The Town Manager stated that staff is recommending accepting the change order reduction. Committee agreed with staff's recommendation. Some discussion was held on the original project cost and what the final cost of the project will be. Staff reported that a lot of money was saved with directly purchasing some of the equipment for the Reverse Osmosis Plant to avoid the sales tax. Committee asked the Town Treasurer at the end of the project to provide a spreadsheet with the total expenses for the project.

B. Reverse Osmosis Water Treatment Facility Update - Vice Mayor Williams asked how the Reverse Osmosis Plant was going now that we are online. He stated that he has received a few complaints in regards to the smell and taste of the water. The Town Manager stated that he has had just as many comments on how much better the water quality is. The Town Manager stated that the only issue they are having right now is the recovery rate. The Town Manager explained that HRSD fees are higher because of this right now. He continued to explain that unfortunately a big part of our annual operating cost is that concentrate that is going in HRSD's force main. The town is at 82% recovery rate and our goal is to be at 88% recovery rate. Staff continues to work on how to adjust.

Windsor Castle Public Park Status Report

On **February 23, 2011**, at the Public Buildings and Welfare Committee the following items were discussed:

A. Windsor Castle Manor Riverfront Policies and Procedures – Ms. Musick stated the events open to the public policy was also added to the Manor Riverfront. So the town will be covered at both sites. This item will also be taken to the Windsor Castle Park Foundation Board for review. Committee recommends approval.

B. Rental Price Structure – This item will need to go before the Windsor Castle Park Foundation Board for discussion. It is broken down to a standard rate and a resident rate. So it is consistent with what we do at the Smithfield Center. Ms. Tynes asked if town could offer town employees only a discounted rate of these areas. It was discussed in length how to offer this without employees taking advantage of discount by renting area for non-employee. Committee agreed to let staff research this suggestion. If it is determined that discounted rentals to employees is possible it will come back to committee at that time. Ms. Musick stated that the bottom part talks about General Park use. This would be a park impact fee for any type of event for the necessary cleanup.

C. FYI – Birthday Celebration – Ms. Ippolito wanted to bring to everyone's attention that on May 14th from 10:00 – 12:00 there will be a first anniversary celebration for Windsor Castle Park. It will be pretty low key. You will be able to meet Mr. and Mrs. Smith at the house and tour the kitchen and 1st floor. There will be cake on the lawn. There will be activities going on at the dog park. The Pagan River Outfitters will be out there with canoes for rent. The Windsor Castle Park will be set up with a collage of things that have taken place over the last year.

On **March 1, 2011** a motion was made to amend Windsor Castle Manor Riverfront and General Park Use Policies and Procedures. Motion passed.

On **March 1, 2011** a motion was made to amend rental price structure for Windsor Castle Park. Motion passed

On **March 29, 2011**, at the Public Buildings and Welfare Committee the following items were discussed:

A. Amended Renewal Agreement with Dean Stallings for Farming Operations – The Town Manager reported that the town has an annual agreement with Mr. Dean Stallings for farming operations that expires April 1st. Town staff recommends renewal. Mr. Stallings has already planted winter wheat and is looking forward to another year. The Town Manager mentioned that Ms. Musick requested the use of the metal shed structure next to the barns be taken out of the agreement. Staff has asked Mr. Stallings about this and he is fine with the change. Committee recommended approval of renewed MOU with Mr. Stallings.

B. Request for Overnight Camping at the Park – Ms. Musick reported that she had two requests for overnight camping at the park. One withdrew their request, however the Boy Scouts are still interested. She stated that she wanted to bring it to Town Council Committee and Windsor Castle Park Foundation Board to get everybody's opinion on this request. Ms. Musick stated she contacted Mark Furlo of Isle of Wight Parks and Rec to see how they handle overnight camping. He replied that

they only allow groups to primitive camp which is groups like the Boy Scouts and they are not charged. Mr. Furlo stated that the only thing you need for primitive camping is a restroom or porta-john. Ms. Musick stated that the den mom from the Boy Scouts said they would need running water. Ms. Musick explained that staff feels we are not set up for this type of request at this time. Vice Mayor Williams asked what the Windsor Castle Park Foundation Board said. Ms. Musick replied she will be taking it to them on April 11th. After some discussion committee decided that issues like this should go to the Foundation Board first and then they can bring it to us with a summarized recommendation. This item will come back to committee once it has been researched by the Foundation Board.

C. Park Signage Proposal from Virginia Logos, LLC – The Town Manager reported that he wanted committee to be aware of the proposal that was received for directional signage to Windsor Castle Park. He explained that the town had started this process with the Virginia Department of Transportation (VDOT) and their contractor, Virginia Logos, LLC, shortly before the park opened. The Town Manager stated that first of all the process was long and then we received this proposal to sign. He stated the he had not budgeted \$11,000.00 for signs. Staff has decided to put up temporary signs that cost seventy-five dollars each while the construction on South Church Street is going on. Mrs. Tynes asked if town staff could do permanent signs ourselves. The Town Manager stated that's the problem they will not allow the town to purchase the permanent signs or put them up ourselves. At this time the temporary signs are a temporary solution until we can get it put in the budget.

On **April 5, 2011** a motion was made to approve the amended renewal agreement with Dean Stallings for farming operations at Windsor Castle Park. Motion passed.

On **April 26, 2011**, at the Public Buildings and Welfare Committee the following items were discussed:

A. Sculpture Donation Request - Mr. Pitt reported that Mr. Luter is interested in donating a sculpture of George Washington to the town and having it placed in Windsor Castle Park. The location he is interested in is along the trail that runs parallel to Jericho Road and then turns in towards the woods near Cedar Street. Committee asked if this item has been taken to the Windsor Castle Park Foundation Board for approval. Mr. Pitt stated that it has been taken to the Board with a unanimous vote to approve the request. However the property belongs to the town so permission to allow sculpture to be placed there must come from Town Council. Committee recommends approval of placing sculpture in park.

B. William & Mary Study – Review of Partial Draft Report - Dr. Cook asked if everyone had reviewed the William & Mary partial study. The Town Manager explained that the partial study was a synopsis of the online survey in an attempt to categorize the 78 responses that were received. He explained that there were four themes identified as suggested uses for the property. At this time the scope of work and proposed plan has not been completed. The Town Manager stated that he had received an email from the professor of William & Mary indicating that they remain committed to the study and they have every intention of completing what was outlined in the scope of work. Committee discussed their concerns and disappointments of the study and requested the Town Manager to move forward with drafting a request for proposals for the Windsor Castle Park historic structures / conservation easement area to determine what kind of interest is out there.

On **May 3, 2011** a motion was made to approve request to have sculpture donated to Windsor Castle Park by Mr. Joseph Luter. Motion passed.

On **May 3, 2011** a motion was made to authorize the Town Manager to prepare a Request for Proposals for use of Windsor Castle Park Historic Structures/Conservation Easement Area. Motion passed.

On **May 24, 2011**, at the Public Buildings and Welfare Committee the following items were discussed:

A. Obici Healthcare Foundation Grant Award - The Town Manager reported that this item is to formally accept the Obici Healthcare Foundation Grant. Ms. Minga and Ms. Ippolito will be attending the grantee orientation tomorrow afternoon. The orientation will be on how the town accepts the funds and what reporting the town will need to do. A kickoff meeting in terms of the first phase of the grant will be to come up with a five year Community Wellness Strategic Plan. The meeting will be held June 7th at 6:00 p.m. at the Smithfield Center. Ultimately Town Council will approve a 5 year Community Wellness Plan and within the next year there will be several actionable items that the town will need to accomplish that have some measurable goals to getting people out walking, biking, and losing weight. There will be two things for June 7th Town Council meeting. The first item is to accept the grant. The second item would be the Town Manager making a recommendation of a facilitator of the program from proposals that are due May 27th. Town Council would then need to accept recommendation. Ms. Tynes asked for town staff to write a thank you from Council to Ms. Mitchell for her support and help with the Obici Healthcare Foundation Grant.

B. Manor/Plantation House exterior Maintenance Update – The Town Manager reported that we had \$50,000 in the budget and the town’s commitment to the State is to keep the buildings in as good of shape as we got them when we received the property. At this point all the repairs and improvements have been focused on the outside of the plantation house and nothing has been done to the old tenant farm house. We are trying to accomplish just about everything on the list that the State had approved. The Town Manager reported that the underground drainage system that was recommended have been taken out due to cost. Mr. Hopkins reported that at this time we have spent \$28,300 of the \$50,000. He passed out a handout that shows the cost to paint the front and rear porch, and replace the rear decking. Staff’s recommendation is to accept the 1st three cost estimates from Black Creek Workshop and the one for the detached kitchen to repair/replace siding and paint the exterior wood work. Dr. Cook asked if the town will be budgeting any funds next year for continued repairs/improvements. The Town Manager replied no. He explained however that we did increase our overall park maintenance by \$20,000. The outbuildings have all been tested for lead paint and the results came back that no lead paint exist so town staff will be able to paint those ourselves to cut cost. The next item to tackle would be the old tenant farm house. The Town Manager stated that Ms. Ann Allen said that it was not their intent to have the language in there where it could not be removed. He continued to explain that she has said that she would be willing to go to Richmond to say that if we cannot do anything with it. It needs to be moved or removed. Ms. Elizabeth Tune of the Virginia Department of Historic Resources is responsible for administering the historic easement of Windsor Castle. A site visit has been scheduled for Monday, June 6th for a property inspection.

C. Request for Proposals – Preservation/Conservation Easement – The Town Manager mentioned that council had authorized him to prepare an RFP. He explained that while in the process of preparing the RFP a number of questions have come up that need further clarification from committee. The Town Manager asked if the RFP should address lease and sale. Selling would require selling the entire 46.09 acres of the conservation easement because by easement the town cannot subdivide ownership. Also we have discussed in the past Mr. McMurrin has the right of first refusal for ten years from the date the town purchased the property. The Town Manager stated that before we go through a lot of work the town should talk to Mr. McMurrin to see what his intentions are. Mayor Hare said that he had spoken to Mr. McMurrin in the past and at that time he did not have an interest in buying the property back; however he would contact him once again because the RFP will need to include a disclaimer that he has right of first refusal if we are in fact putting it up for sale. Committee suggested getting something in writing waiving his right of first refusal. If property is sold it would also have to have a disclaimer that property must be open to the public at least one day a year. The Town Manager explained you can lease public property for up to 40 years. A lease would allow a portion of the property

to be leased without subdividing the property. The Town Manager asked if committee wants a proposal received on the entire property or if leased on a portion of the property. Obviously the town does have to disclose that we have an annual farm lease currently thru next April. At this time staff is starting to book events for next spring so do we ask staff to hold off on scheduling events? Are we going to try to preserve an area for public use? The Town Manager also asked where committee would like to have RFP advertised and how long to get the most response to the RFP. The Town Manager stated that these are some of the issues he would like direction on. Committee agreed that the RFP is the beginning of the process. Once we receive some proposals for the use of the property Council at that point can negotiate any ideas. The Town Attorney suggested that the RFP should ask for proposals for all or part of the property. Ms. Ippolito stated that the RFP does not need to be so detailed that it makes it impossible for anyone to bid on. The concept of the RFP is to get ideas. Committee directed the Town Manager to keep the RFP as open ended as we can. The RFP would be for sale or lease and for all or part of the property. Mayor Hare will make contact with Mr. McMurrin in reference to right of first refusal to see if he has any interest in the property. Committee discussed where to advertise the RFP. It was suggested to start locally for now.

On **June 7, 2011** a motion was made to accept supplemental proposal from Black Creek Workshop to complete budgeted exterior maintenance and repairs at Windsor Castle Park. Motion passed.

On **August 23, 2011**, at the Public Buildings and Welfare Committee the following items were discussed:

A. Request to Have Rental Fee Waived at Windsor Castle Park for the Smithfield Wine and Brew Festival in April 2012 – Ms. Musick reported that the Smithfield Wine and Brew Festival is planned for April 2012. They will be using the Windsor Castle Park site. Ms. Ippolito stated that there are four different groups that are involved in the planning of this event and the Smithfield Rotary Club has taken the lead. There are also organizations involved that through the Rotary Club a portion of the proceeds will benefit. Windsor Castle Park Foundation is one of the beneficiaries of the wine festival event. Ms. Ippolito stated that the Windsor Castle Foundation Board discussed this at their last meeting and voted unanimously to support the fee waiver for rental of the site at Windsor Castle Park to hold the Wine and Brew Festival event. Ms. Musick mentioned that because a portion of the proceeds come back to the Windsor Castle Park Foundation staff feels the rental should be waived. Committee recommends rental fee waiver. Ms. Musick stated that in addition to the fee waiver a portion of the trail would need to be closed according to our ABC ordinance. The portion of the trail that is proposed to be closed is in the trail along the fishing pier. According to the ABC regulations when you are serving alcohol you have to have one point of entry and one point of exit that is controlled. The event itself runs from 11:00 a.m. to 5:00 p.m. Ms. Ippolito stated that there will be other things to do in town that evening. Ms. Ippolito stated that notice of trail closure would be posted in advance. Committee recommended approval. B.

B. Closed Session: Request for Proposals (RFP) Windsor Castle Farm – The Town Attorney stated that we need a motion to go into closed session for the discussion of the disposition of real property pursuant to Section 2.2-3711.A.3 of the Code of Virginia. Vice Mayor Williams so moved the motion and Dr. Cook seconded the motion.

On **September 6, 2011** a motion was made to approve waiver of rental fee at Windsor Castle Park for the Smithfield Wine and Brew Festival in April 2012. Motion passed.

On **September 27, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Windsor Castle Foundation Board Fundraising Efforts – Ms. Tynes expressed a concern that when the Board was established it was to do fundraisers. The Obici Wellness program will eventually cost the town money and the intent of the Council was to establish a foundation board to do fundraisers

to generate funds to support these programs. Mrs. Tynes asked Ms. Ippolito if there were any upcoming fundraising activities. Ms. Ippolito stated that through the Foundation Board the Obici Wellness grant application was put together and submitted. She also stated that they are currently working on a fundraiser planned for April 2012, Smithfield Wine Festival. Mrs. Tynes expressed her concerns that not enough fundraising efforts were being done by the Windsor Castle Foundation Board. Ms. Ippolito explained that they had recently had some turn over in the foundation and was working on getting back on track with new appointee. Committee also recognized that these individuals are all volunteers. Ms. Ippolito stated that we have a lot of great ideas but actually implementing those takes some engagement from the Foundation Board members themselves to go out and recruit volunteers. It was decided that it may be time to have another joint work session between Town Council and the Foundation Board to discuss what is being done at the Foundation Board level.

On **November 29, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Maintenance at Windsor Castle Park – Mr. Gregory stated that the entrance ways to Windsor Castle Park look really good but expressed concern that when you get further back on the trails we are losing six inches to a foot on either side of the trail in some areas. Mr. Gregory stated that he is not blaming Public Works because he knows we have limited resources and limited dollars. Mr. Gregory stated that he would like this Council to start to seriously consider whether or not we need to find additional funding or dedicated resource to handle the maintenance issues. Mr. Graham stated that he thought that Mr. Pitt was working on a preventive maintenance plan. The Town Manager mentioned that it was brought up at the last work session and Mr. Pitt was going to get with staff during the winter to come up with a maintenance plan. Town Staff will work on addressing this problem.

On **December 6, 2011** a motion was made to accept the Recommendation from Nominating Committee for the Windsor Castle Park Foundation Board vacancy. The Nominating Committee recommends Ms. Wendy Dean for the Windsor Castle Park Foundation Board.

On **December 6, 2011** a motion was made to reaffirm Windsor Castle Park Foundation Board Goals. Motion passed.

Town Office Space

911 and 913 South Church Street

On **February 1, 2011** a motion was made to acquire the Sentara Property (\$630,610.00) located on South Church Street. Motion passed.

On **February 23, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Advertise for General Contractor for Sentara Property Renovations – The Town Manager stated that the town asked the county to approve an early possession agreement at their meeting on February 17th. This will allow us access to the building to start making plans for renovations. He stated that there are two possible ways to proceed, however we need to move quickly because our lease at 1613 South Church Street will expire by the end of the year. One thought is the renovations are going to be so complex that we need to hire an architect. If that is the case we could use Clark Nexsen who is already under contract with the town. Mr. Hopkins had a conversation with Art Berkley with the Isle of Wight Building Inspections Office and he is familiar with property. So we asked him what he will be looking for when he inspects if we add a wall here and there. What does the town need to submit? Will a license general contractor submitting plans suffice? The indication was that a general contractor could do pretty much anything we would need for submittals to the county. Staff feels the most cost effective and time saving thing to do is go ahead and submit a RFP for general contractors that are interested in helping us with this task. Do interviews and select individual or firm so they could get started as soon as possible once we close with the County. Staff would like to request Council to authorize an RFP for a general contractor so we can get that going. Committee agreed.

On **March 1, 2011** a motion was made to authorize the Town Manager to advertise a formal public hearing for the acquisition of real property for public use and issue an RFP for General Contractor Services for the Sentara Property renovations. Motion passed.

On **March 29, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Pre-Public Hearing Discussion: Proposed issuance of General Obligation Bonds Between the Town and County for the Acquisition of 911, 913, 913D South Church Street (formerly Sentara Property) and Ordinance Adoption – The Town Manager explained that the arrangement with the County requires a public hearing and an adoption of an ordinance as well. The Town Attorney stated that Town Council shall hold a public hearing to authorize the issuance of a bond. This bond is a promise from the town to the county that we are going to pay them for this property purchase. The Town Attorney stated that it is really a piece of paper that everyone can look to issued by the town to say we must pay the county this much money. Committee recommends approval.

On **March 29, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Selection of General Contractor For Remodeling and Renovations of 913 & 913D South Church Street – Proposals were discussed in closed session and a recommendation will be made to authorize the Town Manager to negotiate a contract with the top ranked firm.

On **April 5, 2011** a Public Hearing was held on the proposed issuance of General Obligation Bond between the Town and County for the acquisition of 911, 913, 913-D South Church Street (formerly Sentara Property).

On **April 5, 2011** a motion was made to authorize the Town Manager to negotiate a contract with general contractor for repair and renovation services. Motion passed.

On **April 5, 2011** a motion was made to accept the Deed for the purchase of county property located at 911, 913, 913-D South Church Street (formerly Sentara Property). Motion passed.

On **April 25, 2011**, at the Police Committee the following item was discussed: Remodeling & Renovation of 913 South Church Street for Police Department – Chief Marshall explained that staff continues to move forward with the plans for renovations of the new police station as well as the town administrative office next door. Town Staff has been working with general contractor J. R. Wills and Sons. Chief Marshall stated that as part of the renovations the goal is to consolidate all of the police departments operations on one site. The Town Manager explained that remodeling and renovation plan maps were posted on Council's site for review. Budget estimates were also provided. Not included in estimate was the outbuilding behind the police station. The Town Manager stated this item covers several committees. He explained that the roof on both buildings would need to be replaced. The Police Department building had some renovations done to it in 2005 when it became a physical therapy center. The Town Manager stated the last attachment is the plat of three parcels of land that the town now owns. Ms. Tynes stated that Committee has received a report from Chief Marshall and the Town Manager and at this time will not take any action on this item. It will be sent on to Finance Committee and Public Buildings to Welfare Committee for additional discussion.

On **April 26, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Scope of Services by J. R. Wills & Sons, Inc. for Remodeling and Renovation of 913 and 913D South Church Street for Smithfield Police Department and Town Manager's Office – The Town Manager began with stating this item had been discussed the day before at the Police Committee and Finance Committee. He stated that Mr. Wills was unable to attend yesterday's meetings but was present today to answer any questions. The Town Manager explained that in just a very short time staff requested Mr. Wills to review a scope of work so that an estimated cost of remodeling and renovations could be placed in the budget. The scope of work also needs to be boiled into a contract so the town can get things rolling. Budget estimates were provided for both buildings. The estimates did not include the building located behind the new police station. Vice Mayor Williams questioned where bullet proof glass would be placed at the new police station. Mr. Wills stated that instead of the store front windows they are going to be closed in and replaced with regular size bullet proof windows to match the other existing windows. All windows in the police station will be replaced with bullet proof glass. Discussion was held on sound proofing the interview room during the renovations. Mr. Wills stated that he did include that in his estimate. The Town Manager stated that the only items being moved from the existing Police Department would be the generator, flag pole and furniture. The jail cell door at town hall will also be used at the new police station. Mayor Hare asked why the generator that is located at the current police station could not be used at the new police station since the Town Manager's Office does not currently have one. It was explained that the new police station would require a larger generator to operate everything during power outages. Mayor Hare mentioned that he would like for everyone to be mindful of unnecessary expenses. Discussion was held on what the total budget amount for the project

was. Ms. Tynes stated the Town Manager's office is functioning right now but at what level. They are in need of a larger office and a permanent home as well. The Town Manager explained that all these estimates have been included in the budget and at this point we are still to the good. The Town Manager asked committee if it would be prudent at this time to have Mr. Wills work with the Town Attorney and he to execute a contract based on time and material or cost plus payment method. Committee recommended approval.

On **May 3, 2011** a motion was made to authorize the Town Manager to execute a contract with J. R. Wills & Sons, Inc. for the remodeling and renovations of 913 South Church Street and 913-D South Church Street. Motion passed.

On **July 5, 2011** a resolution was adopted authorizing Financing for Reverse Osmosis Water Treatment Plant, South Church Street Waterline Replacement and Building Renovations for Police Department and Town Managers Office. Motion passed.

On **July 26, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Site Issues and Recommendations - The Town Manager reported that he would begin with discussion on the existing and proposed site improvements. There are multiple non-conformities on the properties. The Town Manager stated that although it looks to be one parcel there are actually four parcels. There are two different zoning districts that these four parcels are comprised of. He stated that the town was aware of these non-conformities from the beginning. The town needs to play a stewardship role and bring this site in conformance to the fullest extent possible. Some of the items to bring into conformity are stormwater water regulations, zoning regulations, setbacks, and entrance corridor regulations. The Town Manager explained that as stated in his memo the rezoning and boundary line vacate process should be initiated immediately. The parking spaces that are located in front of the new police department do not meet code in anyway so they will need to be removed. This will allow an opportunity to provide some much needed green space in the front of the building. The Town Manager continued to explain other ways to add more green space. Staff is recommending that the four parcels become one lot and the vacant house be demolished. The rezoning issue needs to have a motion approved by council to initiate and it would then go to Planning Commission and then back to Council for final approval. Mr. Graham expressed concern of completely vacating property lines. The Town Manager explained that the Police Department cannot come anywhere close to compliance without being part of the Town Manager's parcel. Vice Mayor Williams asked if town has permission to close off the entrance behind Mr. Bailey's property and the town's property. The Town Manager stated that staff would verify. This closure would make the police department more secure as well. Mayor Hare asked if staff has been in house to determine if it could be used for anything in the future. The Town Manager stated that it has wood rot, water intrusion and mold & mildew. Vice Mayor Williams stated that at point we need it demolish to allow more green space. Committee agreed to proceed with initiating rezoning of town property.

On **July 26, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Budgeted Generator for New Police Department – Mr. Graham stated that staff had given him R.E.W. Corporation's phone number. He contacted them and it was determined that the existing generator would work, however an extra panel would need to be installed for \$10,000. Town staff has received state contact pricing for a 100 kilowatt generator from Womble Generator Service, Inc. in the amount of \$28,574.00. Staff at this time would recommend the town to proceed with ordering the new generator as a sole source purchase directly through Womble Generator under state contract pricing. This

purchase will remain well under budgeted amount of \$50,000.00. The existing generator will be relocated to the new Manager's office.

On **August 2, 2011** a motion was made to authorize the Town Manager to initiate rezoning of town property located at 913 South Church Street. Motion passed.

On **August 2, 2011** a motion was made to authorize sole source state contract purchases of generator, for new police department located at 913 South Church Street. Motion passed.

On **August 2, 2011** a resolution was adopted authorizing the issuance, sale, and award of a General Obligation Bond regarding Property acquired from Isle of Wight County for the Police Department and Town Manager's Office. Motion passed.

On **August 23, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Proposal for Additional Scope of Work for New Police Station – Captain Howell reported that the Police Department is proposing to have a Sally Port attached to the back of the new police station. The purpose of the Sally Port is to have a fenced in area that when we have a prisoner we can bring them in through a secure area so they cannot escape. Razor wire will be located at the top of the fence. Staff has talked to the contractor and shared the design that staff was interested in. A proposal was submitted for the Sally Port with an estimated cost of \$22,196.00. There may be an additional \$2,100.00 for the keypad that will be required to operate the gate so the officer will not have to get in and out of the vehicle. Captain Howell stated that the police department has reduced the number of vehicles budgeted this year in order to pay for the Sally Port. So there should not be any additional expense to the proposed budget for the new police station. Committee recommends approval of Sally Port with the reduction of one budgeted police vehicle to cover the cost.

On **August 23, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Proposed Evidence Building – Captain Howell mentioned that staff has met with the contractor on numerous occasions to discuss minimizing the cost to bring that stand alone building behind the new police station up to where it is useful and can be utilized as an evidence building. Currently the police department's evidence is being stored in the basement of Town Hall at 310 Institute Street. The contractor has submitted a proposal for that building but it is staff's recommendation to bring that proposal back next month when staff will have a better handle on our overall project cost. The proposed cost for the evidence building is estimated to be \$54,065.24. Vice Mayor Williams mentioned that he thought the air condition system was going to be included in the proposal as some of the evidence requires a cool environment. He stated that it surprises him that the estimate was so high just to do the left side of the building. Mayor Hare stated that after touring the building yesterday he was blown away at the estimate to bring it up to where it is usable. Vice Mayor Williams stated that it was \$85,000.00 to begin with. Discussion was held on it being a cinder block building and the estimate was extremely high for the necessary work and it does not include air conditioning. Vice Mayor Williams mentioned that the building needs controlled areas on the inside. Captain Howell explained that once you enter the front door there would need to be a metal wall built so that officers can get to a certain point to package and store their evidence and leave. They would not have access to the remaining evidence that is inside the evidence room itself. The evidence technician would come in and take that evidence and officially log it in and store it where it needs to be stored. Captain Howell continued to explain that you have to have a system in place so that when you go into court none of the evidence would come into question in reference to how it is stored. If not stored properly this could possibly cause the town to lose cases. Mr.

Graham mention that when the town started this project it was with the concept that the town could buy this property, finance it, and pay our monthly bills for the same amount or less than what we are renting for today. He expressed his concern that the town may need to revisit these calculations to see if that is still where we stand. Mayor Hare stated that he was okay with the proposal for Sally Port because the police department was willing to give up a budgeted vehicle in order to pay for this item. Mr. Graham asked why the evidence room was not included in the layout of the new police station building. Mrs. Tynes stated that some of the evidence that is brought in cannot be stored in the new police station. Captain Howell reported that there could be an opportunity where we would seize a vehicle in reference to a bank robbery. That vehicle would have to be processed. We could utilize that building to secure that vehicle to process it out of the weather. Captain Howell stated that currently when they have situations that require a vehicle to be seized they ask the fire department to store the vehicle in one of their bays; however this does not secure the vehicle because anyone can go in and touch it. Ideally a seized vehicle needs to be exclusive to the police department. Captain Howell stated that as far as the evidence building staff recommends waiting for all the bills to be paid for the current renovations to the police station and Town Manager's office to determine how much of a budget amendment would be necessary in order to try to bring this building up to standards where we can utilize if for evidence. Mr. Hopkins stated that may also be something that needs to go in next year's budget. This item will come back to committee next month.

On **September 6, 2011** a motion was made to accept the proposal for additional scope of work for a Sally Port at the new police station located at 913 South Church Street. Motion passed.

On **September 27, 2011**, at the Public Buildings and Welfare Committee the following item was discussed: Pre Public Hearing Discussion: Rezoning of 911 South Church Street – The Town Manager stated that we have two public hearings advertised for next Wednesday. This one is for the rezoning of part of the property that the town owns at 911 South Church Street. Currently there are a total of four parcels. Three of the parcels are zoned Highway Retail Commercial (HR-C) and one is zoned Residential Office (R-O). This rezoning will make the entire property Highway Retail Commercial (HR-C). This item was discussed at last month's committee and since then it has went to Planning Commission on September 13th. The Planning Commission recommended this rezoning for approval by the Town Council with no conditions. Committee recommends approval of rezoning.

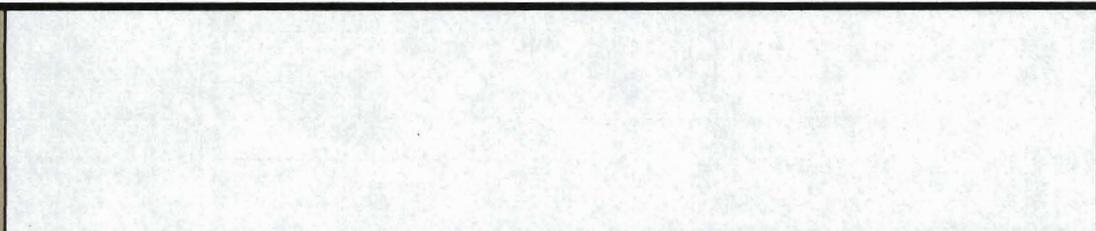
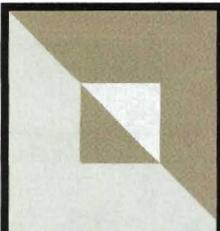
On **September 27, 2011**, at the Public Buildings and Welfare Committee the following update was given: 911 / 913 South Church Street Building Renovations Update – The Town Manager reported that the majority of the work that J. R. Wills and Sons is doing is just about complete. We are awaiting phone line installation and signage before the town will receive a Certificate of Occupancy. The goal remains to have both offices moved by end of the calendar year. Mr. Griffin and Captain Howell have been a big help on the project. Staff has been very pleased with our working relationship with J. R. Wills and Sons. Staff met with Mr. Wills last week to go over everything and make sure we were going to finish on budget. We are confident that it will be completed on budget. The Town Manager stated that last month Council approved a Sally Port to be installed behind the police department building. This was a trade off of giving up a police vehicle to get. The Town Manager stated that the building in the back has not been part of the renovations. However a proposal was submitted to committee last month for review and discussion. At that time staff recommended waiting until this month to make decision as we got more of a handle on where we were with our budgeted renovations. The Town Manager has spoken to the Town Treasurer and she prefers if we are going to do the Evidence Building renovations she would like for it to be done now. Staff feels it makes more sense to do it while the site remains unoccupied. Mr. Wills has agreed that work can be accomplished with less of his and site superintendent

time so that should reduce proposed cost a little. However it is \$50,000.00 that we did not have budgeted and would require a budget amendment. Committee discussed the need to have an evidence building for accreditation if nothing else. Mr. Graham stated that Mayor Hare had raised concern at the last committee meeting that we went in this venture wanting to spend roughly what we were spending in rent. Mr. Graham explained that he did the calculations and feels the town made a good investment. Committee recommends acceptance of this additional "Evidence Building" scope of work to properly finish out the renovations on the property. Discussion was held on the need for a "Sally Port" that was approved at September's Town Council meeting. Captain Howell explained why it is necessary to have a Sally Port and the majority on committee agreed.

On **October 5, 2011** a motion was made to accept J.R. Wills & Sons proposal for "Evidence Building" at the new police station located at 913 South Church Street. Motion passed.

On **October 5, 2011** a Public Hearing was held in regards to the rezoning of 911 South Church Street.

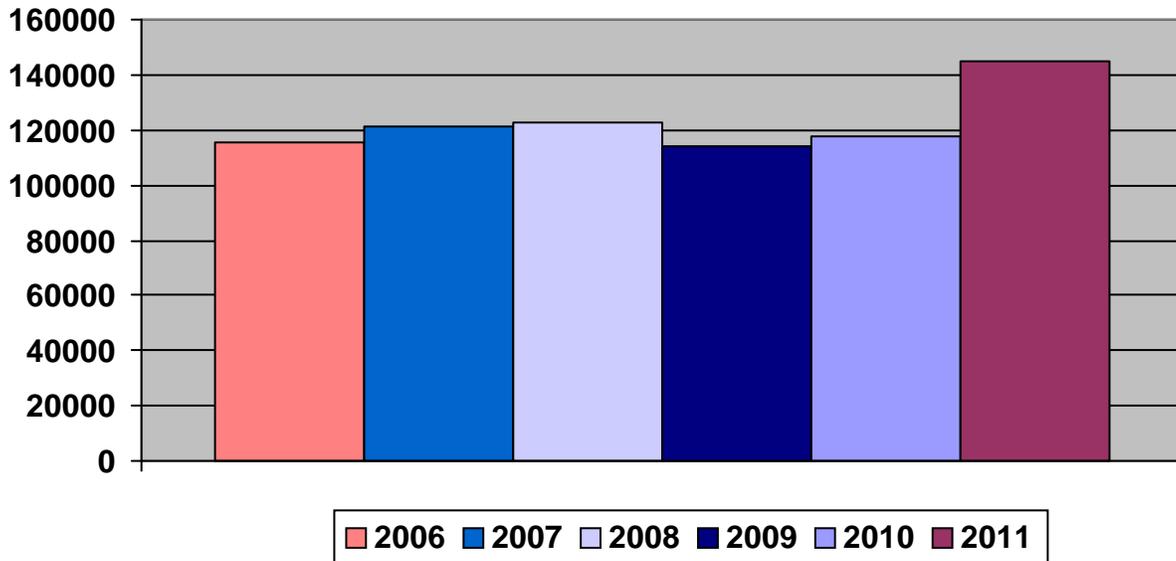
The Town Manager's Office and the Smithfield Police Department moved to their new locations the week of December 12th – 16th.



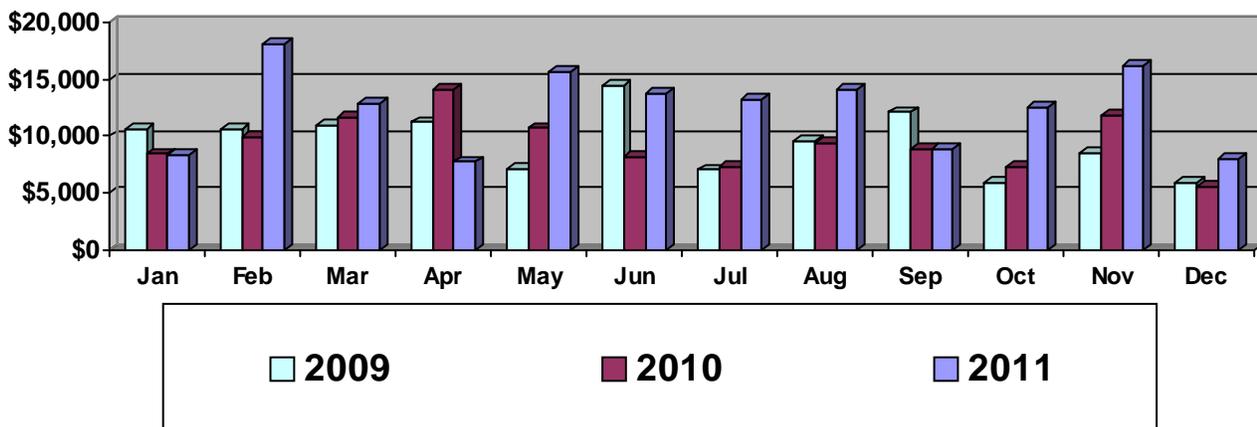
**SMITHFIELD CENTER
REPORT**



Exhibit A: Revenue Comparison



The addition of our rental item inventory has continued to be profitable with 2011 being the biggest revenue year to date.

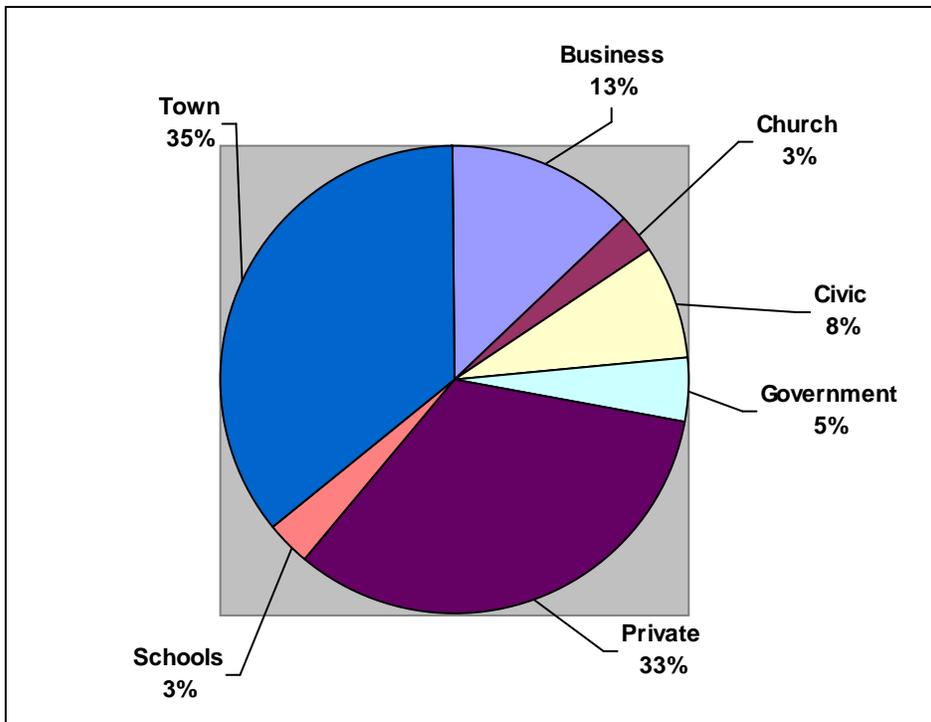
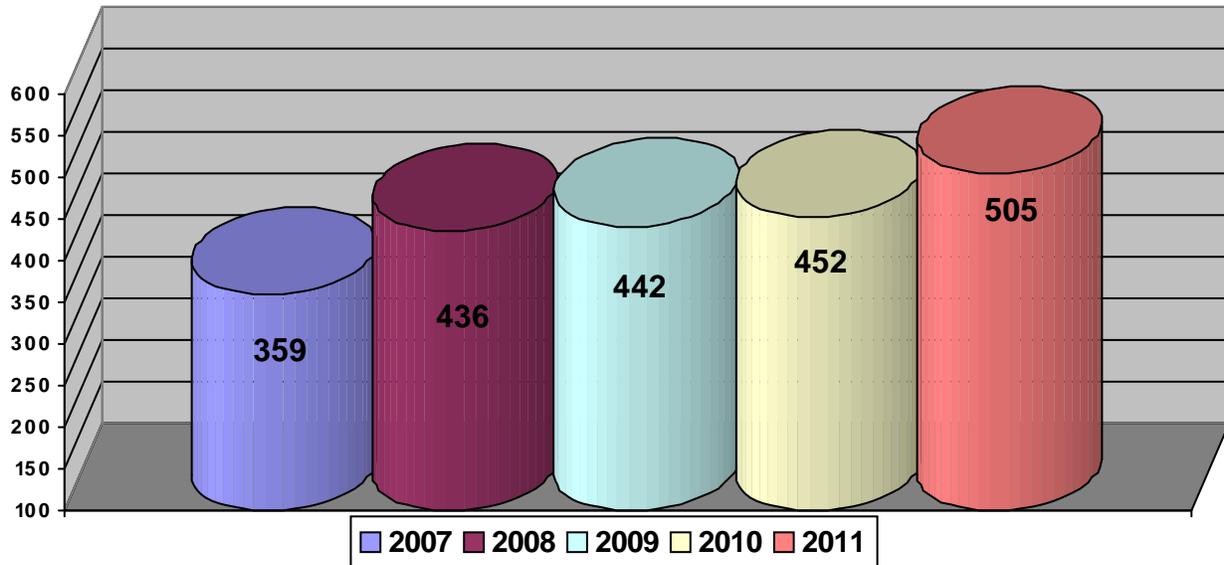


- *February was the largest revenue month on record for the Smithfield Center*
- *The average revenue per month was around \$ 12,000*

Exhibit B: Comparison of Deposit Totals from 2009-2011

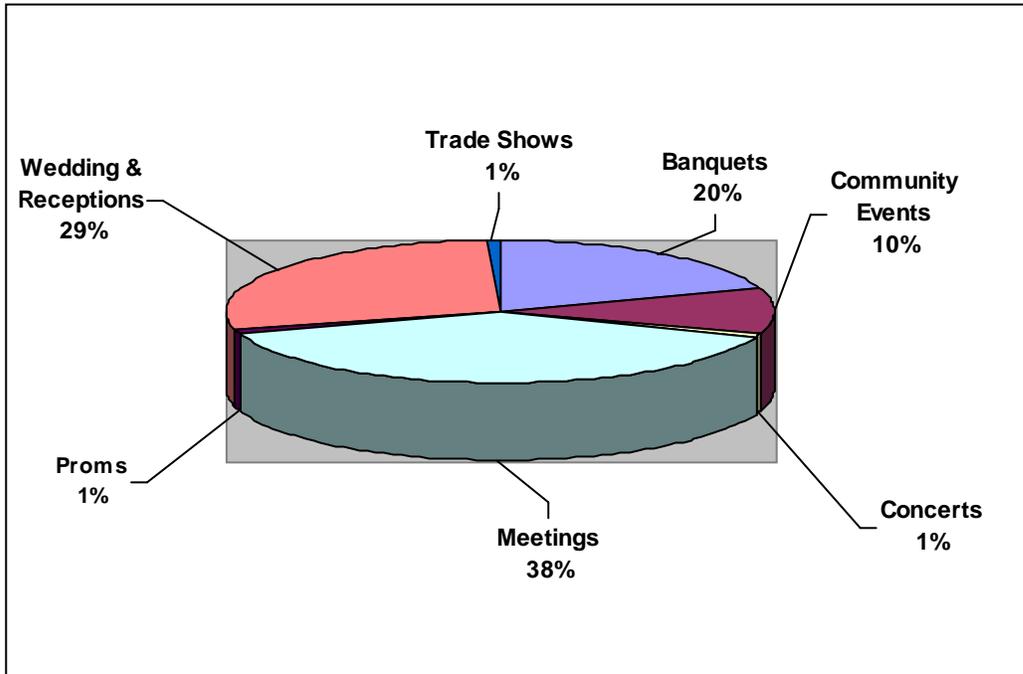


Exhibit C: Comparison of Total Number of Bookings 2007-2011



- *The number of bookings increased with the addition of Windsor Castle and Clontz Park Sites.*
- *Private events took over a larger piece of the pie than in past years. Most weekends in 2011 have 3 separate private events on Friday, Saturday and Sunday.*
- *The town meetings used to be almost 50% of the graph which has taken a decline down to only 35%.*

Exhibit D: Breakdown of Bookings by Group Type



**Exhibit E:
Breakdown of Events by Type**

Event Types

- The addition of Windsor Castle as a wedding reception site has continued to improve our number of special event bookings.

2011 Marketing Areas

Collaboration with Smithfield CVB and other local businesses has proved to be effective in making Smithfield a wedding destination. This will continue to be a marketing strategy for the Center.

Web Advertising

- Smithfield Center Website
- Smithfield Center Facebook Page
- Internet Search Refining (to ensure Smithfield Center comes up at the top when searching for an event venue)

Print Advertising

- Hampton Roads Magazine
- Premier Bride Magazine
- VOW Magazine
- Hampton Roads Wedding Guide
- Virginia Meeting Planners Directory
- The Isle Magazine

Shows

- Virginia Society of Association Executives
- Chamber Trade Show
- Client Appreciation Night
- Smithfield Center Special Occasion Show

In 2011, we changed the kitchen use policies and enhanced our Featured Vendor Program by adding our Tier 3 Caterer List. Both programs accept vendors by application but the Tier 3 Caterer Program goes an additional step to panel interview the caterers that will be listed with us.

The maximum number of caterers that can part of the Tier 3 Program is six and for 2012 we accepted five.

Any licensed and insured caterer is still welcome to use the Center's full kitchen but there is an additional fee of \$ 1 per person that will be charged to the group if they use a caterer not listed in the Tier 3 program.

Ideas for Increasing for Revenue for 2012 and beyond

- The Town Council accepted a price increase of \$ 200 for the weekend rentals. Most weekend rentals were already booked for 2012 when the price adjustment was made but this price increase will definitely improve our revenue for 2013 and beyond.
- Our rental item inventory continues to generate additional revenue. When clients choose to use our rental items, the average additional income is around \$ 300. Adding to the inventory over time will increase revenue opportunities.
- For some 2012 events and in the years to come the Smithfield Center will enjoy the additional revenue of \$ 1 per person fee for caterers not listed on our Tier 3 Caterer Program.



**SMITHFIELD\ ISLE OF WIGHT CVB
(TOURISM)
REPORT**

Smithfield/Isle of Wight Tourism Annual Activity Report – 2011

- **Tourism Group Tours Hosted:**
 - 31 completed in 2011/ 1093 persons
 - February- 43
 - Towne Bank (22)
 - Norfolk Parks & Rec (15)
 - Candy Mayo Group (6)
 - March-46
 - CNU Lifelong Learning (40)
 - Fort Monroe-Chamberlin (6)
 - April-406
 - Cool Springs Baptist Church (45)
 - Pilot Club (125)
 - Homeschooler Event (200)
 - DAR (21)
 - Packard Club (15)
 - May-44
 - Saint John's Church (11)
 - Marie Norwood Senior Group (33)
 - June-63
 - Williamsburg Windsor Meade (9)
 - Wombell Family Reunion (5)
 - Richmond Group (32)
 - Toni Gray Youth Group (17)
 - July-87
 - Prince William Senior Group (45)
 - Holiday Motor Tour (42)
 - August-166
 - Bob Palmer Boaters (16)
 - Jones Family Reunion (150)
 - September-83
 - Richmond Senior Group (22)
 - Fun Tour VA Beach (16)
 - Historic Petersburg Society (30)
 - Williamsburg Senior Group (15)
 - October-85
 - Richmond Group (45)
 - Crestwood Presb. Church (40)
 - November-70
 - Buella Baptist Church (14)
 - Coastal Tours (14)
 - Bayside Baptist Church (16)

- OHEF Shalom Temple (26)
 - December-83
 - Volksmarchers Group (60)
- **Special Events Coordinated/Supported:**
 - Monthly
 - Old Town Curb Market (Smithfield Farmer's Market)
 - 27 Markets from March to December
 - 50 Regular Vendors
 - Weekly attendance of 200-500
 - smARTS
 - Held January – March 2011. Eliminated due to road construction and rebranding planning of the monthly event starting in Summer 2012. January count: 10; February count (Chocolate Lovers): 176; March count: 37.
 - January
 - In January 2011, Smithfield & Isle of Wight Tourism hosted the grand opening of the new Young-Laine Courts Building. We prepared 500 programs and gave 400 people tours of the building. (400)
 - smARTS (10)
 - February:
 - Chocolate Lovers Event (176)
 - March
 - smARTS (37)
 - April:
 - Hope, Hams, History & Hospitality Bike Tour (150)
 - May:
 - Hospitality Hero Event (100)
 - Windsor Castle Park Anniversary Event (100)
 - Main Street Mustang Show (500)
 - June:
 - Olden Days Weekend Festival which included: the Pagan River Raft Race, concerts, craft show, food court, antique and classic car show, Children's parade. (8,000) *Won award from Chesapeake Bay Magazine at the Best Annual Waterfront Event*
 - Revolutionary War Re-enactment at Windsor Castle Park (275)
 - August
 - N/A
 - September:
 - IOW County Fair (15,000)
 - Eastern Primitive Rendezvous (1500)
 - October:
 - Smithfield Music Presents The Mike Aiken Americana Music Festival (800)

- Town & Country Day. (2,500)
 - Halloween (2500)
- November
 -
- December:
 - Smithfield Christmas Parade (5,000)
 - BTAC Holiday Homes Tour (400)

Tour-e-News-Weekly Event Calendar Distribution to Tourism Stakeholders and public WEEKLY!

- **Organizations Smithfield & Isle of Wight Tourism belong to:**
 - Smithfield 2020
 - Smithfield Historic District Economic Development and Revitalization Projects (ongoing)
 - VACVB-Virginia Association of CVB's
 - Director is Immediate Past President for 2010/2011
 - VTC-Virginia Travel Corp.
 - Serve as VA Film Office Liaison
 - Conduit for travel writers to our area
 - Blitz opportunities at state welcome centers
 - Utilization of VTC research
 - Customer Service Training
 - Attendance at Help Desk opportunities
 - Grant opportunities
 - Participation in website, Co-op marketing opportunities, trade shows, Travel Guide, Meeting Planners Directory, Group Planner
 - American Civil War Sesquicentennial
 - Regional Visitor Center Managers Group
 - Member
 - VHTA-Virginia Hospitality and Travel Association
 - Member
 - Coastal Virginia Tourism Alliance-CVTA
 - Member
 - Director is 2011/2012 Secretary for CVTA
 - Support regional CVB Tourism efforts
 - National Tourism Week
 - Regional website
 - Regional Marketing efforts
 - MATPRA-Mid Atlantic Tourism Public Relations Alliance
 - Member
 - Participate in hosting travel writers
 - Participate in annual MATPRA trade show for travel writers.
 - Hosted 2011 MATPRA Quarterly Meeting

- Pennsylvania Bus Association
- Isle of Wight County Fair Committee
 - Staff Support for all Fair marketing
- Isle of Wight Employee Newsletter Committee
 - Member
- Isle of Wight Bike & Ped Committee
 - Member
 - Continued emphasis on biking this year-
 - Bike & Pet Parade for Olden Days
 - Bike Routes through the County on website
 - Support of Bike & Ped grant letter submission
 - Bike lock program at Visitor Center
 - Bike rack at Visitor Center
- Isle of Wight Small Business Committee
 - Member
- SHDBA-Smithfield Historic District Business Association
 - Non-voting Member
 - Monthly Reports established
- Smithfield Foods
 - Brochures distributed by Smithfield Foods in mail orders to Mid Atlantic and North East United States.
 - Assisted w/ logistics for Smithfield Foods commercials shot in Smithfield
 - Web site link from Smithfield Foods sites
 - Consideration of Public/Private partnerships for the future- In 2011 Smithfield Foods underwrote the Porcine Statuary Project for almost \$10,000.

○ **Boards Served On:**

- VACVB
 - Director is Immediate Past President 2011/2012
- CVTA (Southeast Virginia Tourism Alliance)
 - Director is Secretary 2011/2012
- Smithfield 2020
 - Director is on Executive Committee in charge of Promotion
- Historic Saint Lukes Church
- Historic Smithfield
- Isle of Wight Arts League
- Smithfield On The Move
- Schoolhouse Museum
 - Director is Secretary

○ **Training Attended:**

- MATPRA

- VACVB Professional Development Quarterly Training
 - Smithfield Town Training Day
 - IOW/Smithfield/Windsor Chamber of Commerce Leadership Class
 - VACVB Professional Development Summit
 - VTC Help Desk
 - VA1 Conference by VTC/VHTA and VACVB
 - Newport News Tourism Summit Conference/Panel speakers on area tourism
 - 2011 Visitor Centers Seminar Conference
 - Webinar -How to Market on Google
 - Social Media/Facebook Workshop
 - Webinar from Non-Profit Marketing Guide: Online Marketing Basics: From Email to Social Media
 - Webinar from Non-Profit Marketing Guide: Marketing with Next to No Budget
 - GET MOTIVATED Seminar-Hampton, VA
 - “Growing Grassroots in Your Destination” webinar
 - Fred Pryor Event Preparation
 - Shelter Training
 - Tornado Training
 - Hurricane Training
 - Time Sheet Training
 - Advocacy
 - EAP Manager’s Training
- **Training Given:**
 - Monthly Customer Service-Museum and Tourism staff and interns
 - An overview of Smithfield & IOW Tourism for Hampton Inn & Suites Employees
 - Bridal FAM Tour for all CVB employees
- **Guest Speaker For**
 - The *County Beat* Cable Show-permanent guest for every show to promote upcoming events and tourism activities.
 - *Smithfield Today* Cable Show
 - The Virginia General Assembly Tourism Caucus
 - WTKR Channel 3 News Show
 - VACo (Virginia Association of Counties) Annual Meeting, Homestead, VA
 - VA-1 Conference, Richmond, Va
 - The Pilot Club Annual Convention held in Smithfield in April
 - WLQM’s OUR TOWN Radio Show hosted by the Tidewater News.
 - Smithfield Kiwanis, Smithfield, Va.
 - County Commission on Aging
 - Virginia Government Communicators Association

- Norfolk Cosmopolitan Club

- **Trade Shows Attended:**

- MATPRA (Mid Atlantic Tourism Public Relations Alliance) Media Marketplace
- VACo Annual Meeting Trade Show
- My Time Women's Show
- Virginia Beach Boat Show
- Richmond Boat Show
- Smithfield Center Special Occasions Show
- Hampton Roads Bridal Show
- Richmond Bridal Show
- VOW Bridal Show
- Chamber Meet the Isle Trade Show
- VSAE-Virginia Society of Association Executives Fall Marketplace
- Welcome Booth at IOW County Fair
- Information Booth at Windsor Castle Park Anniversary
- Information Booth at Homearama-Suffolk
- Sesquicentennial Destination Village booth at Prince William/Manassas Event
- Hampton Bay Days - brochures, Museum pencils, Ham Shop gift basket at Vacation Channel Booth

We also partner with VTC to be represented at their "VTC Consumer Trade Shows"

- **Conventions Attended:**

- VACVB Annual Virginia Tourism Summit-Chesapeake, Va.
- VA-1 Governor's Conference on Tourism- Richmond, Va.
- VACo Annual Meeting 2011

- **Blitzes:**

- Williamsburg-monthly (all materials created in-house)
- Norfolk Airport-National Tourism Week
- Newport News/Williamsburg Airport
- East Coast Gateway Welcome Center
- Hampton Roads and Richmond AAA Offices
- Attended Travel Advocacy Summit in Washington D.C. 9/13-14/11 sponsored by U.S. Travel Association.

We also partnered with VACVB to participate in a Greater Philadelphia PA AAA Travel Agent Blitz.

- **Featured in the following Publications:**

- Inside Business (front page)
- Smithfield Times (monthly SMARTs events, other event ads, "Living Guide," "Discover the South Shore" & Fair tabs)
- Tidewater News

- Virginian Pilot Your Corner-Tri-Cities Tab
- Travel Virginia Online Publication
- Destination Weddings Online Publication
- MyTime Tab (program for Women's Show was inserted into publication as well)
- Williamsburg Map
- Recreation News (also created ads for Historic Resources and Arts Center for this publication)
- Richmond Times Dispatch – travel section
- Virginia Tourism Corporation's State Visitors Guide
- Williamsburg/Jamestown/Yorktown Visitors Guide
- Williamsburg Magazine (distributed in region & inserted into Virginia Gazette monthly)
- Landmarks Publication (Williamsburg)
- Dozier's Waterway Guide (Chesapeake Bay)
- VTC's Virginia Group Tour Itinerary Planner publication
- VTC's Virginia Meeting Planners' Directory publication
- Itineraries, events, lodgings and attractions listed on VTC's website
- Itineraries, events, lodgings and attractions listed in VTC's State Visitor Guide
- Itineraries, events, lodgings and attractions listed in VTC's State Meeting & Groups Guides
- Events listed in James River Days Events Brochure (produced by James River Advisory Committee)
- Homearama Program
- Eastern Primitive Rendezvous Program
- Virginia Municipal League
- PA Bus Digest
- Olde Towne Curb Market Ad template for Smithfield Times ads
- Williamsburg Plantation Resort (timeshare) coupon book
- VOW magazine (3 ads – CVB's, combined 1750's Courthouse/Wedding Chapel & combined Historic Resources/Parks & Rec) – Feb. 2011
- VA Wine Lovers – Jan 2011
- VA Living – Feb 2011
- **Hosted Media, Travel Writers, reporters, etc...**
 - Featured on WVEC's "Dialogue"
 - Williamsburg Plantation Resort (timeshare)...arranged fam tour
 - VOW Photo Shoot & Editor, Kim Wadsworth
 - Chris Donnelly with Sugar Tours for Culinary Group Tours in the Fall of 2011 and 2012
 - MTV "16 & Pregnant" – Kelsey
 - Investigation Discovery TV Show
 - Suffolk Sun – VA Pilot
 - Travel Virginia and Destination Weddings online articles
 - AAA FAM Tour-April

- 7-Night Smithfield Station Package selected to be featured on THE PRICE IS RIGHT! Submitted by Smithfield Station/Smithfield & IOW CVB
- Celeste Kellogg music video shot in Smithfield and Isle of Wight in August 2011.
- Worked with Isle of Wight PIO and Studio Center to create Isle of Wight promotional video.
- Hosted Virginia Tourism Video Production Team
- Hosted Regent University short film movie crew for “The Radio”
- Got 5 pages + in MATPRA writer, Renee Wright (hosted here last year) in her “Virginia Beach, Richmond & Tidewater Virginia Explorer’s Guide”

- **Promotional materials produced:**
 - Revised Downtown Smithfield Walking Tour
 - Revised Downtown Outdoor Map across from post office
 - Revised IOW County Museum rack brochure and site plan brochure
 - Reprint Fort Huger & Fort Boykin brochures
 - Historic Resources events fliers, posters, ads, etc.(Tell-me-a-story, Homarama, Boykin’s Tavern Events, Reenactments, Porkalicious Camp, etc.)
 - Windsor Castle Park Brochure
 - TripAdvisor DMO Sponsorship Page
 - Historic Resources Events brochure
 - #1 Daytrip/Lodging Rack Card
 - 2011 Events Rack Card
 - Hams, History, Hospitality & HeART itinerary rack cards
 - Replaced monthly events page for lodgers with generic page & QRC code
 - New logo Smithfield Farmers Market
 - Smithfield Beautification signage
 - Smithfield Wine & Brew Fest logo, ads and promo pieces
 - Smithfield Farmers Market yard signs and vendor signs
 - Smithfield Farmers Market promo materials
 - Decorated Smithfield Station windows – 4 banners, etc.
 - Aiken Fest & Smithfield Music T-Shirt designs
 - Town & Country Day fliers
 - Holiday Events fliers and ads
 - Smithfield & Isle of Wight CVB business cards
 - Media Kit
 - Passport to Savings cards...revised and reprinted
 - IOW County Fair fliers, ads, etc.
 - Chocolate Lovers Event fliers, posters, ads, certificates, etc.
 - Williamsburg Blitz materials (events fliers, etc.)
 - Aiken Fest fliers, posters, ads, etc.
 - Christmas Parade posters, ads, etc.
 - Bridal Program cards
 - Hospitality Heroes fliers, posters, cards, certificates, etc.

- Encore Bride Photos and promotional materials...brochure, 2 banners, displays, etc.
- Young-Laine Courts Building Program and YLCB Display
- VSAE logo, banner and promo materials
- Newsletter eblasts
- Bimonthly eblasts to newsletter list including Lodging Packages, Halloween & Grand-Travel
- 12 “Can’t Miss” things to do rack cards
- Lodging/#1 Day Trip rack cards
- Maintain Church Street Beautification Website
- Created banner ads for Home Page of Website, including those for Smithfield Station, and Smithfield Inn, Anne of Smithfield and Bakery
- Mid-Atlantic Tourism & Public Relations Alliance quarterly emailed newsletters
- Eblasts to Williamsburg timeshare folks regarding events, etc.
- Created banner ads for Home Page of Website, including those for Smithfield Station, Smithfield Gourmet Bakery, Anne’s of Smithfield, and Smithfield Inn.
- Photo contest, promotional materials and certificates
- Flying Pig Coloring Book for children
- Continue to update “7 Day Merchants” brochure
- Logo/Banner/posters/fliers/ads for Olden Days
- Visitor Center Map
- Ham Tram design
- Boykin’s Tavern Rack Card
- Created Facebook Marketing plan and calendar
- Smithfield on the Move promotional items
- Boykin’s Tavern Homes Tour promotional items
- Holiday card for tourism & Historic Resources
- Community Ambassadors Program and promotional materials (including lapel pins, hats, certificates , etc.)
- Updated promotional “tool box” for Group and Meeting Marketing including: Group Tours (price sheet, itineraries and profile sheet, (general), Senior Group Tours, Culinary Tours, Student Travel, Generic ‘Profile Sheet.’
- Flyer/posters for First Light Program
- “Everything but the Squeal” rack card
- SHDBA Holiday Gift Guide
- New labels and book for Agricultural exhibit
- Bacon exhibit labels at Museum
- Civil War Display at Museum
- Smokehouse Display at Museum
- Maps display at Museum
- “What’s in a Name” graphic exhibit for museum

Highlights!:

○ Requests For Information/VC Visitation
From the Visitor Center 2011 guest log:

- **14,267 guests** were greeted at the Visitor Center in 2011, a 4% drop compared to 2010. Visitor Center Visitation UP (29%) in 2010 and UP (91%) in 2009... We are pleased to have held our own in this economy and with much of Smithfield under construction. Although guest counts have gone down slightly, sales at the Visitor Center/Art Center had a banner year.
 - **The top five non-VA home states** for visitors to Smithfield, in ranked order: Pennsylvania, North Carolina, Maryland, New Jersey, New York.
 - Smithfield is the #1 day trip destination for **Williamsburg** visitors who want to see a bit more of Virginia.
 - We welcomed **visitors from all 50 states!**
 - **Canada, England, Germany, Australia and Bangladesh (!)** were the top five home countries for our foreign visitors.
 - The **most interesting / far away** home lands: **Bangladesh, New Zealand, Nepal, Thailand, Korea**
 - Of the five tracked venues, **Historic St. Luke's** registered the strongest year-over-year growth in visitors, **21%**. When I asked Executive Director Charlotte Klamer to what she attributed the results, she responded: "It's absolutely, positively 100% because of the support of our friends at the Visitors Center."
-
- Director serving as President and Immediate Past President of the Virginia Association of CVB's 2011/2012
 - Won VIRGO AWARD for Best Marketing Campaign for our Encore Bride Campaign at the Virginia Tourism Summit 2011.
 - Visitor Center continued as a VIRGINIA GREEN accredited Center.
 - Continued the Community Ambassador Program to encourage and reward local citizens and groups that bring meetings and events to our local stakeholders to support immediate economic development.
 - Hospitality Hero program continued to reward and recognize front line hospitality employees in Smithfield & Isle of Wight. Ceremony held to

congratulate Hospitality Heroes, Community (H)ambassadors and Pork-a-razzi Photo Contest winners in May during National Tourism Week.

- Porcine Statuary Project for Smithfield Historic District was approved, underwritten by Smithfield Foods and is under way! Unveiling in June of 2012.
- 2011 The Vacation Channel continued airing a segment on all of the Hampton Roads/Coastal Virginia destinations including Smithfield & Isle of Wight. The vacation channel is seen in over 7,000 hotel rooms in Hampton Roads.
- Assisted with RFP contenders for Town-owned properties to turn sites back into revenue producing entities. Restaurant confirmed for one space. Shops for second space and potential winery for Windsor Castle Park.
- Very successful IOW County Fair Marketing campaign netted 2nd Place in State competition.
- Worked with County Staff on Blackwater River preliminary master plan and acceptable easements.
- Participated in VTC New York City media Blitz.
- Encore Bride Marketing Campaign. Second successful reward of VTC Marketing grant. Smithfield featured heavily in 2011 Winter VOW Magazine, Richmond Bridal Show, HR Magazine Bridal Show, The Women's Show, VOW Bridal Show and Virginia Living Magazine! First campaign doubled wedding business for all grant partners!
- Instrumental in Smithfield Ham Shop relocation and building!
- Continued as part of the Planning Team for the inaugural Consolidated Tourism Annual VA-1 Meeting with VTC, VHTA, VACVB.
- Created and launched tourism mobile website.
- Continued success of the Smithfield Farmer's Market. Raised more money, attracted more vendors, held more markets than ever before!
- Tourism team orchestrated the Grand Opening/Dedication of the new Young-Laine Courts Building in January 2011 and the IOW Animal Shelter in July 2011.
- Started working with the National Park Service and DCR on the Capt. John Smith Water Trail.

- HAM TRAM golf cart for special events arrived!
- Director honored as the Grand Illuminator for the Smithfield Christmas Tree
- 25+ Press Releases Distributed

Major marketing initiatives of the year: (and upcoming in 2012)

- Manage and coordinate the Smithfield Renaissance Event for June 2012...Grand reopening of Church Street, Ham Shop/Café Opening, Wharf Hill opening, Firehouse Shops opening.
- Develop and Assist with new annual event...The Smithfield Wine and Brew Fest...at Windsor Castle Park in Spring.
- Work with Town of Windsor on Train Station and Service possibilities and Tourism Zones.
- Continue to saturate the Williamsburg market, especially timeshares and locals.
- Continue to explore inexpensive ways to market regionally in the Hampton Roads/Coastal Virginia area through CVTA and social media.
- Continue to explore inexpensive ways to market regionally in the larger Mid-Atlantic region, including the D.C. area, Richmond, Pennsylvania and parts of North Carolina.
- Continue to position Smfd/IOW as the “Premier Encore Wedding Destination”
- Work with area merchants and other stake holders to reduce impact of beautification project in 2011 through weekly meetings, website and eblast updates.
- Work to increase visitation by travel writers, especially MATPRA writers for fam tours
- Move toward a “family” focused approach in our marketing strategies, following VTC’s lead.
- Continue to update and improve our website and explore electronic marketing opportunities.
- Continue to find editorial opportunities for our destination’s attractions and events.
- Focus on Group Business and expanding Smithfield and IOW as an overnight destination
- Continue Tourism Community Ambassador Program to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) To Smithfield and IOW to support the hotels and meeting destinations.
- Submit and receive VTC Marketing leverage grant for 2011 and 2012
- Continue to promote recreational trails (by land and sea!) bikes and canoes and kayaks.
- Work with VACVB to create a Virginia CVB Certification Program

- **Current Webpages**

January 2011- Red=Mobile pages

1. Home
2. Attractions
3. Visit Here/Events
4. Dine Here
5. Shop Here
6. Stay Here
7. Gather Here
8. Get Here
9. Contact Us
10. Media News and Information
11. Arts & Entertainment
12. Historic Timeline
13. Recreation
14. Videos
15. Visitor Center
16. Historic Resources
17. Nike Missile Site
18. Olden Days
19. Dedication of Fort Huger
20. Smithfield Ham
21. Battle of Smithfield
22. Walking Tour
23. Aiken Fest
24. Bike-friendly
25. Hospitality Heroes
26. Christmas Parade
27. Town & Country day
28. Hams, History, Hospitality & HeART quiz
29. HeART lovers itinerary
30. Small town devotee itinerary
31. History Buff itinerary
32. Hamtown foodie itinerary
33. Lodging Packages & specials
34. Girlfriend Getaways
35. Chocolate Lovers Event
36. Windsor Castle Park
37. Hampton Inn Packages
38. Smithfield Center
39. Community Ambassador Program
40. Encore Wedding
41. Mansion on Main Packages
42. Photo Contest
43. Birding in Smfd. & IOW

44. Geocaching in Smfd. & IOW
45. Video Tour of Fort Huger
46. Smithfield Inn Packages
47. Civil War
48. Video of Nike Park
49. Grand Travel Itineraries
50. Grand Travel Art Itinerary
51. Grand Travel African American Itinerary
52. Grand Travel Agri-Tourism Itineraries
53. Grand Travel History Itinerary
54. Grand Travel Great Outdoors Itinerary
55. Grand Travel Civil War Itineraries
56. VTC Help Desk
57. Halloween in Smithfield
58. Encore Weddings
59. Families Welcome
60. Family-Friendly Arts Itinerary
61. Family-Friendly African American Itinerary
62. Family-Friendly Agriculture Itineraries
63. Family-Friendly History Itineraries
64. Family-Friendly Outdoor Itineraries
65. Family-Friendly Civil War Itineraries



**SMITHFIELD PLANNING,
ENGINEERING, & PUBLIC
WORKS REPORT**

2011 Annual Report
Department of Planning, Engineering and Public Works

Office and Personnel

- Jack Reed hired as Waterworks Operator for Water Treatment Plant
- Tommy Williams hired as Maintenance Technician
- Eric Buhls hired as Laborer
- Robert Jordan retired
- Bill Hopkins attended the American Planning Association Conference and the PlanVA Zoning Law Seminar.
- William Saunders received a Graduate Certificate in GIS from Virginia Commonwealth University and attended the PlanVA Zoning Law Seminar.
- Joseph Reish received a Certified Zoning Official certification from the Virginia Association of Zoning Officials and attended the VAZO Conference.
- Jeff Smith received Journeyman Electrical License
- Meredith Marchant attended the American Waterworks Association Annual Customer Service Workshop.
- Will Council and Sonja Pruitt gave a presentation on the town's FOG Program at the annual Virginia Rural Water Conference. We are the only locality that has achieved 100 percent compliance.

Staff Members

Bill Hopkins – Director of Planning, Engineering and Public Works

Wayne Griffin – Town Engineer

Sonja Pruitt – Office Manager

William Saunders – Town Planner/ GIS Coordinator

Joseph Reish – Planning Technician/Code Enforcement

Meredith Marchant – Receptionist/Secretary

Jessie Snead – Superintendent

Will Council – FOG Inspector/Senior Maintenance Technician

Brian Freeman – Public Works Supervisor/Waterworks Operator

Darryle Warren – Public Works Supervisor

Jeff Smith – Senior Maintenance Technician/Waterworks Operator

Joe Pinner – Senior Maintenance Technician

Kenny Clark – Senior Maintenance Technician

John Fraley – Senior Maintenance Technician

Jacob Hodge – Maintenance Technician

Tommy Williams – Maintenance Technician

James Batten – Crew Leader
 Sterling White – Laborer
 Gary Gandee – Laborer
 Private Warren – Laborer
 Eric Buhls – Laborer
 Jack Reed – Waterworks Operator

Planning and Zoning Department

Planning Commission

	Reviewed	Approved	Denied	Tabled
Rezoning	2	2	0	0
Preliminary Site Plan Review	7	7	0	0
Final Site Plan Review	7	7	0	0
Preliminary Subdivision Review	1	1	0	0
Final Subdivision Review	1	1	0	0
Special Use Permits	3	3	0	0
Special Sign Exceptions	2	0	0	2
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	2	2	0	0
Sign Permit, Entrance Corridor Design Review	8	6	0	2
Others	0	0	0	0
TOTAL	33	29	0	4

- **January 11, 2011 meeting**
 - No meeting held.
- **February 8, 2011 meeting**
 1. Entrance Corridor Overlay District Design Review for Tractor Supply, Co. — A 3.65 Acre Portion of Parcel #32-01-005 Bennis Church Boulevard – Beth Livingston, TKCCXXXIX, LLC, applicants - Approved.
 2. Preliminary Site Plan Review with Waiver Request for Tractor Supply, Co. — A 3.65 Acre Portion of Parcel #32-01-005 Bennis Church Boulevard – Beth Livingston, TKCCXXXIX, LLC, applicants - Approved.
- **March 8, 2011 meeting**
 1. ***PUBLIC HEARING*** - Private Club or Lodge – 223 Washington Street – Town of Smithfield, applicant – Recommended for approval.
 2. ***PUBLIC HEARING*** - Ordinance Amendments - Article 3.G: R-O, Residential Office, Article 3.H: D, Downtown, Article 3.I: HR-C, Highway Retail Commercial, Article 3.J: PS-C, Planned Shopping Center, Article 3.K: I-1, Light Industrial, Article 3.L: I-2, Heavy Industrial – Town of Smithfield, applicant – Recommended for approval.
 3. Final Site Plan Review for Tractor Supply, Co. — A 3.65 Acre Portion of Parcel #32-01-005 Bennis Church Boulevard – Beth Livingston, TKCCXXXIX, LLC, applicants - Approved.

4. Entrance Corridor Design Review – 401 N. Church Street – Smithfield Foods Test Kitchen – Smithfield Foods, Barry Moss, applicants - Approved.
 5. Preliminary Site Plan Review - 401 N. Church Street – Smithfield Foods Test Kitchen – Smithfield Foods, Barry Moss, applicants - Approved.
- **April 12, 2011 meeting**
 1. Entrance Corridor Overlay District Review –Carport & Equine Statue - 1408 South Church Street – Carol & Vince Jordan, Sesroh Tack Shop, applicants - Approved.
 2. Preliminary and Final Subdivision Plan Review – Lakeview Cove – Jeff Huentelman, Land Planning Solutions, applicants - Approved.
 3. Final Site Plan Review - 401 N. Church Street – Smithfield Foods Test Kitchen – Smithfield Foods, Barry Moss, applicants -Approved.
 4. Preliminary and Final Site Plan Review – 259 James Street – Contributing – Danny Carroll, Luter Family YMCA, applicants - Approved.
 - **May 10, 2011 meeting**
 - No meeting held
 - **June 14, 2011 meeting**
 1. ***PUBLIC HEARING*** - Rezoning – I-2, Heavy Industrial to C-I, Commercial / Industrial – Phase 1 Pinewood Heights – Town of Smithfield, applicant – Recommended for approval w/no conditions.
 2. Preliminary Site Plan Review – Harvest Fellowship Baptist Mission – Scott Overton, Harvest Fellowship Baptist Mission, applicants - Approved.
 3. Entrance Corridor Design Review – Harvest Fellowship Baptist Mission – Scott Overton, Harvest Fellowship Baptist Mission, applicants - Approved.
 - **July 12, 2011 meeting**
 1. Final Site Plan Review – Harvest Fellowship Baptist Mission – Scott Overton, Harvest Fellowship Baptist Mission, applicants – Approved.
 2. Entrance Corridor Design Review – Dollar General – Lee Pittman, Par 5 Development Group, LLC, applicants - Approved.
 3. Proposed Zoning Ordinance Amendments – Portable Outdoor Storage, Construction Refuse Containers – Town of Smithfield, applicants – No action taken.
 - **August 09, 2011 meeting**
 1. *PUBLIC HEARING* – Zoning Ordinance Amendments – Article 2 – Portable Outdoor Storage, Construction Refuse Containers – Town of Smithfield, applicant – Recommended for approval.
 2. Preliminary Site Plan Review – Dollar General, S. Church St. – Lee Pittman, Par 5 Development Group, LLC, applicants - Approved.
 3. Entrance Corridor Design Review – 7Eleven, 603 W. Main St. – Privacy Fence – Brett Smith, Mid Atlantic Petroleum Services, applicants – Approved.
 - **September 13, 2011 meeting**
 1. *PUBLIC HEARING* – Rezoning from R-O, Residential Office to HR-C, Highway Retail Commercial – 911 S. Church St. – Town of Smithfield, applicant – Recommended for approval.
 2. Final Site Plan Review – Dollar General, S. Church St. – Lee Pittman, Par 5 Development Group, LLC, applicants - Approved.
 - **October 11, 2011 meeting**

1. *PUBLIC HEARING* – Special Use Permit – Parking Waiver – 113 N. Church St. – Mark Hall, Hallwood Properties, LLC, applicants – Recommended for approval w/ the condition that garage spaces not be used for living area.
 2. *PUBLIC HEARING* – Special Use Permit – Drive Thru – 1811 S. Church St. – Elmer Tolle, Blakeway Corp, applicants – Recommended for approval.
 3. Preliminary Site Plan Review – Taste of Smithfield – 217 Main Street – Joseph Luter, III, Smithfield Foods, Corp., applicants - Approved.
- **November 8, 2011 meeting**
 1. *PUBLIC HEARING* – Special Sign Exception – Second Wall Sign – 18477 Canterbury Lane – Glen Schlickemeyer, Virginia Car Care Center, Inc., applicants – Tabled for 30 days.
 2. ECO Design Review – 18477 Canterbury Ln – Glen Schlickemeyer, Virginia Car Care Center, Inc., applicants – Tabled for 30 days.
 3. Final Site Plan Review – Taste of Smithfield – 217 Main Street – Joseph Luter, III, Smithfield Foods, Corp., applicants - Approved.
 - **December 13, 2011 meeting**
 1. ECO Design Review – 18477 Canterbury Ln – Glen Schlickemeyer, Virginia Car Care Center, Inc., applicants – Tabled for 30 days.
 2. Special Sign Exception – Second Wall Sign – 18477 Canterbury Lane – Glen Schlickemeyer, Virginia Car Care Center, Inc., applicants – Tabled for 30 days.
 3. Preliminary and Final Site Plan Review – Parking Addition – 259 James Street – Danny Carroll, Luter Family YMCA, applicants - Approved.

Board of Zoning Appeals

	Reviewed	Approved	Denied	Still Pending
Variances	0	0	0	0
Special Yard Exceptions	6	6	0	0
Zoning Appeals	0	0	0	0
Others	0	0	0	0
TOTAL	6	6	0	0

- **January 18, 2011 meeting**
-No Meeting Held
- **February 15, 2011 meeting**
-No Meeting Held
- **March 15, 2011 meeting**
 1. 1101 Magruder Road - Special Yard Exception - Approved
- **April 19, 2011 meeting**
 1. 1603 Colonial Avenue - Special Yard Exception - Approved
- **May 17, 2011 meeting**
-No Meeting Held

- **June 21, 2011 meeting**
-No Meeting Held
- **July 19, 2011 meeting**
-No Meeting Held
- **August 16, 2011 meeting**
1. 405 Jefferson Drive - Special Yard Exception - Approved
- **September 20, 2011 meeting**
1. 215 East Street - Special Yard Exception - Approved
- **October 18, 2011 meeting**
-No Meeting Held
- **November 15, 2011 meeting**
1. 230 Cary Street - Special Yard Exception - Approved
- **December 20, 2011 meeting**
1. 494 Moonefield Drive – Special Yard Exception – Approved

Board of Historic and Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	1	1	0	0
Additions	1	1	0	0
Roof Change	2	2	0	0
Siding, Color Change/Exterior Renovation	6	6	0	0
Signs	3	3	0	0
Accessory Structures	5	5	0	0
Window Change	2	2	0	0
Demolition	0	0	0	0
Others	4	4	0	0
TOTAL	24	24	0	0

- **January 18, 2011 meeting**
 - No meeting held.
- **February 15, 2011 meeting**
 1. Proposed Expansion – 259 James Street – Contributing – Danny Carroll, Luter Family YMCA, applicants – Approved.
 2. Proposed Demolition – 215 Main Street – Noncontributing – Maynard Gwaltney, Smithfield Foods, applicants – Withdrawn by applicants.
 3. Proposed Commercial New Construction – 215, 217 Main Street – No Designation – Maynard Gwaltney, Smithfield Foods, applicants – Withdrawn by applicants.
 4. Proposed Sign – 302 Main Street – Noncontributing – Sherry Ross, Fine Arts Christian Music, applicants - Approved.

- **March 15, 2011 meeting**
 1. Proposed Window Replacement – 223 South Mason Street – Non-contributing – Jack Smith, Smithfield Union, applicants – Approved.
 2. Proposed Entrance – 223 Washington Street – Non-contributing – Charlie White, Veterans of Foreign Wars Post 8545, applicants – Approved.

- **April 19, 2011 meeting**
 1. Proposed Window Replacement – 112 North Mason Street – Contributing – James Goyet, applicant – Approved.
 2. Proposed Balcony Railing – 351 South Church Street – Landmark – Ron Prevatte, applicant – Approved.

- **May 17, 2011 meeting**
 - No meeting held

- **June 21, 2011 meeting**
 1. Proposed Roofing Change – 111 South Church Street – Landmark – Gene Lowery, Christ Episcopal Church, applicants - Approved.
 2. Proposed Roofing Change – 112 South Mason Street – Landmark – Trey Gwaltney, applicant - Approved.
 3. Proposed Color Change – 204 Cary Street – Contributing – Nelson Moody, applicant - Approved.
 4. Proposed Fence – 223 Washington Street – Non-Contributing – Charlie White, VFW Post 8545, applicants - Approved.
 5. Proposed Extension of Certificate of Appropriateness – 200 Washington Street – No Designation – Kenneth Coleman, applicant. (Staff report, BHAR application and letter of request enclosed) – Approved.
 6. Proposed Sign – 132 Main Street – Landmark – Julie Petty, The Frilly Lilly, applicants - Approved.

- **July 19, 2011 meeting**
 1. Proposed Façade Enhancement – 319 Main Street – Noncontributing – Mark Hall, applicant - Approved.
 2. Proposed Porcine Statuary – Historic District – Rick Bodson, Smithfield 2020, applicants - No action taken.
 3. Proposed Sign Change – 112 Main Street – Landmark – Wayne Davis, Smithfield Foods / Smithfield Inn, applicants - Approved.
 4. Proposed Fence – 336 Main Street – Landmark – Ronny Prevatte, applicant - Approved.

- **August 16, 2011 meeting**
 1. Proposed Fence – 112 S. Mason St. – Landmark – Trey Gwaltney, applicant – Approved.

- **September 20, 2011 meeting**
 1. Proposed Porcine Statuary – Historic District – Judy Winslow, Smithfield 2020, applicants – Approved.
 2. Proposed Detached Garage – 308 Grace Street – Landmark - Mike & Ramona Waters, applicants – Approved.
 3. Proposed Commercial Building (New Construction) and Parking Lot – 217 Main Street – No Designation – Joseph Luter, III/Smithfield Foods, applicants – Approved.
 4. Proposed Commercial Building Renovation – 113 N. Church St. (Old Fire House) – Noncontributing – Mark Hall, Hallwood Properties, applicants – Approved.

- **October 18, 2011 meeting**

- No meeting held.
- **November 15, 2011 meeting**
 1. Proposed Fence – 207 Chalmers Row – No Designation – Curtis Harris, applicant – Approved.
 2. Proposed Exterior Revisions, Porches, Stairs – 390 South Church Street – Contributing – Theresa Adams / Wayne Duncan, applicants – Approved.
 3. Proposed Commercial Building Renovation – 113 North Church Street – Non-Contributing – Mark Hall, Hallwood Properties, LLC, applicants – Approved.
- **December 20, 2011 meeting**
 1. Reapproval of Single Family New Construction – Lot 9, Clay Street – No Designation – James Carter, applicant – Approved.

Zoning Permits January 1, 2011 – December 31, 2011

	# of Permits
Single Family Residences	14
Commercial Buildings	3
Demolition	21
Accessory Structures (i.e. sheds, garages, carports)	40
Fences, Walls	39
Water Dependant Structures (i.e. piers, docks)	3
Signs	14
Pools	12
Additions	22
Decks, Porches, Patios	19
Others	3
TOTAL # of Structures Permitted	190*
TOTAL # of Zoning Permits Issued	161*

** The numbers vary because some permits were issued for more than one item.*

Zoning Violations January 1, 2011 – December 31, 2011

	# of written violations
Inoperable Vehicles	12
Boats / RVs	2
Excessive Vegetation	35
Trash & Debris	5
Permits	3
Historic Dist. Violations	1
Septic Tank Program	2

Others	7
TOTAL	68

South Church Street Streetscape Project

The project began work in mid December of 2010. The contractor began and completed removal of designated trees within the construction area and installed all required erosion and sedimentation controls. The contractor began installation of the storm drain infrastructure near the Smithfield Station parking lot and has completed this installation to Cedar Street. Also within this same location the contractor has installed the utility conduit system and curb & gutter. Throughout this year there have been several coordination meetings held with Verizon, Charter Cable & Dominion Va. Power involving the relocation of their respective utility.

In conjunction with but exclusive of the Streetscape project has been the installation of a new 8 inch water main, which is now complete from the Smithfield Station parking lot to Cedar St.

Engineering Department

January 2011 – work has now started on the South Church Street Streetscape Project – Phase 5. By the end of the year the contractor has installed the communications conduit system, the storm water system and poured the concrete curb beginning at the Smithfield Station end of the project to Cedar Street.

The R. O. Plant site plan was approved. Contractor’s bids were received and also approved. Construction began in late summer of 2010 and continued to its completion point of November of this year. The plant was brought on line at this time.

The new Fire department building and site plans on South Church Street were reviewed and approved in 2010. Construction was begun summer of 2010 and continued until its completion in June of this year. It is now fully operational.

Other projects which we continue to monitor for construction and erosion and sedimentation controls, were Main Street Baptist Church addition, Smithfield Foods Innovation Center, Smithfield Manor Townhomes, Church Square phase 1, Tractor Supply, 7-Eleven renovation, True Value expansion, Dollar General, the new Town Manager office & new Police Department / Evidence building.

We have performed numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town.

Since the 1st of July we have paved the following streets in the Town, Riverview Avenue, First Street, Washington Street, Clay Street, Underwood Lane, Evans Drive,

Canteberry Lane & Huntington Way. There have also been many pavement patch repairs performed throughout the Town.

While continuing the implementation of the Storm Water Management program, we have issued, when required, the Storm Water Management Facility Agreements (SWMF). We also utilized the Town's Newsletter by having a section on methods of properly landscaping residences or business sites, and also pool maintenance, disposal of pool water along with use of chemicals.

Public Works and Utilities

January 2011 – Repaired sewer lateral at 216 Jordan Drive.

February 2011 – Installed new water main on South Church Street from Smithfield Station to Jericho Rd. Replaced sewer line at 120 Cockes Lane. Installed new cleanout at 1613 South Church Street.

March 2011 – American Public Works Association hosted Self-Assessment/Accreditation training for staff. Began working on Self-Assessment. Manhole inspections and smoke testing of sewer lines completed. Staff worked Isle of Wight Expo to promote recycling. All service lines were installed, tested and put into service on section of water main on South Church Street. All ground pipe at the RO Plant was installed and tested.

April 2011 – Lewis Construction replaced valve at 216 Winchester Drive. Repaired main service line at 810 Canteberry Lane.

May 2011 – Cleaned 3500 ft. of sewer main line from Watson Pump Station to Faye Drive. Performed pressure tests on all inside distribution lines.

June 2011 – Staff worked Olden Days festival – set up informational tables for HRWET, FOG and Recycling. REW began work on SCADA alarm system.

July 2011 – Town of Smithfield teamed up with Isle of Wight County to do a rain barrel workshop on July 26th at Nike Park in which we had 12 participants. We hope to do more in the spring. Pressure test were performed by Town staff to determine the effects of the water pressure when all storage tanks are full and RO Plant is on line. Drained the South Church Street water tank for installation of instrumentations for the RO Plant. RO skid was installed into the treatment facility.

August 2011 – Town of Smithfield teamed up with Isle of Wight County to do a rain barrel workshop on August 16th at Isle of Wight Ruritan Building in which we had 17 participants. We hope to do more in the spring. Repaired irrigation system at Windsor Castle Park. The new water main on South Church Street was continued from Jericho Road to Cedar Street. All service lines were also installed and put on line after all testing was completed. A new 8" water main was installed at the Tractor Supply

company. Town staff conducted testing on new water main. The Towns waterworks operators attended various training sessions at the RO facility for start up and operational purposes. All the waterlines and the clear well inside of the RO Plant were disinfected and tested by town staff.

September 2011 –Town staff loaded all membranes into the RO skid at RO Plant. Training on the computer system began for all operators and the RO Plant went online Sept. 28, 2011. Composite sampling required by HRSD began Sept. 28, 2011.

October 2011 – Town staff conducted two interviews for the Water Storage Tank Maintenance Program contract. Well 8A at the RO Treatment Plant was completely reconstructed with a new pump and motor. HRSD 30 day concentrate discharge sampling was completed and the RO Treatment Plant was put on a once week sampling schedule from HRSD. Sewer line repair at 311 Main Street.

November 2011 – Sewer line and pump station inspections completed. Installed 375 ft. of water service line for garage at new Police Department. Waterworks operators conducted a Lead and Copper analysis town wide. 40 samples were required by VDH to determine the effects of the new water source on residential plumbing. Waterworks operators completed the required 30 day test of well 8A.

December 2011 – Self Assessment completed. RO cleaning system was tested. This system is to clean membranes in RO Plant to preserve the life of membranes from scaling or silica. First cleaning was conducted Jan. 5 2012. Draper Aden inspected 15 pump stations - staff cleaned out 20,000 feet of pipe with Vac Truck for these inspections. Repaired broken sewer line at 22 Main Street.

FOG PROGRAM

We have 70 Food Service Establishments (FSE) within the Town that are in compliance. Each FSE is visited once a quarter and they are required to provide documentation of cleaning frequency. We began cleaning the Smithfield Center's grease control device which provides a cost savings to the Town.

BACKFLOW PREVENTION PROGRAM

We currently have 262 backflow prevention devices located within the Town. Each of these devices have been tested to ensure they are working correctly and will continue to be tested annually.

SAFETY

Training was held on following subjects: Safety Awareness, Hazard Awareness, Commercial Lawn Mower Safety, Confined Space, Heat Stress Awareness and Insect Bites, Fire Extinguisher, Hand and Power Tools, Defensive Driving and Cold Stress.

Certifications were obtained for following: First Aid, CPR and AED, Bloodborne Pathogens and Chainsaw Safety

Regional Consent Order Project Update

Flow Monitoring (DAA Project No. HR04103-15) – A Flow Monitoring Plan was submitted to DEQ in December 2007 and a finalized version addressing DEQ comments on April 14, 2008. The Flow Monitoring Plan established a flow monitoring program which met the requirements of the SOBC and the approved methods included in the Regional Technical Standard (RTS). All monitoring equipment was installed by May 15, 2008 and data collection began. In order to meet the rainfall requirements of the RTS, flow monitoring continued for 6 months until November 15, 2008, when the flow monitoring program was completed. The data collected met the RTS requirements for SSES basin identification and model calibration purposes. As part of this program, permanent monitoring equipment was installed at 13 pump stations in the Town of Smithfield. Although the flow monitoring program for the SOBC has been completed, this equipment remains in place for the Town of Smithfield's use.

SSES Plan (DAA Project No. HR04103-22) – A Sanitary Sewer Evaluation Survey (SSES) Plan was submitted to DEQ for review and approval on January 2, 2009. The SSES Plan provided an analysis of historical and flow monitoring data used for the purpose of identifying SSES basins and determined a prioritized approach for SSES field activities. The SSES plan also established a phased field investigation program to identify system deficiencies and collect information to be included in the Rehabilitation Plan due on November 26, 2012. DEQ comments were received on December 16, 2009 and a revised SSES Plan was submitted to DEQ in June 2009. Following that comments were received once again from DEQ which lead to Addendum No. 1 which was submitted in January 2010 and Addendum No. 2 which was submitted in August 2010. On August 25, 2010, we received a letter indicating that the SSES Plan and all of its revisions were approved by DEQ.

MOM Program (DAA Project No. HR04103-23) – A Management, Operations and Maintenance (MOM) Program was submitted to DEQ for review and approval on January 2, 2009. In accordance with Appendix N, paragraph 6 of the SOBC, the Town of Smithfield was required to develop and submit an MOM Program to DEQ that would include elements used by the Town to manage the sewer system and minimize SSOs. The program was developed in accordance with EPA guidelines as well as specific requirements related to the SOBC. The MOM also included a list of individual programs the Town of Smithfield has committed to implementing in the near future.

Programs, Procedures, and/or Activities	Target Date
Flow Monitoring Assessment of	April 2009

Rehabilitation Work	
Centralized Complaint Tracking System	April 2009
Satellite Community Agreements	April 2009
Grease Trap Inspections	April 2009
Manhole Inspection Program	May 2009
Managing and Tracking Written Instructions	July 2009
Program to Locate and Raise Manholes	July 2009
Sewer System Investigative Activities Schedule	July 2009
Standard Operating and Maintenance Procedures	July 2009
Written Public Notification Plan	July 2009
Work Order System	July 2009
Emergency Response Plan	December 2009
Air Valve Maintenance Procedures	December 2009
Sewer Use Ordinance Modifications	December 2012

DEQ provided comments on the MOM Program and a revised report was submitted on September 24, 2010 for approval. DEQ responded with additional comments on December 9, 2010 and Addendum No. 1 to the MOM Program was submitted to DEQ on February 4, 2011 for approval. The implementation schedule provided above was modified in Addendum No. 1 and then also updated in fiscal year Annual Reports. The most recent version of this implementation schedule was updated in the FY 2011 Annual Report and is as follows. The most recently updated target dates are in bold:

Programs, Procedures, and/or Activities	Target Date
Flow Monitoring Assessment of Rehabilitation Work	Completed
Centralized Complaint Tracking System	Completed
Satellite Community Agreements	Completed
Grease Trap Inspections	Completed
Manhole Inspection Program	Completed
Managing and Tracking Written Instructions	Completed
Program to Locate and Raise Manholes	Completed
Sewer System Investigative Activities Schedule	Completed
Standard Operating and Maintenance Procedures	Completed
Written Public Notification Plan	Completed
Work Order System	Completed
Emergency Response Plan	Completed

Air Valve Maintenance Procedures	Completed
Sewer Use Ordinance Modifications	December 2012

DAA continues to assist the Town as needed with the implementation of MOM programs in accordance with the updated schedule. Assistance beyond that covered in this task has been required and as a result, DAA created a new task to handle what has been considered the second phase of MOM Program assistance.

MOM Program - Phase 2 Assistance (DAA Project No. HR04103-40) – As indicated above, implementation of the MOM Programs and procedures included under the original MOM Program task required some additional assistance in addition to other efforts that were deemed necessary to properly establish the Town’s overall program. As a result, this second phase of assistance was established. The purpose of this task was to continue MOM Program implementation, develop the first portion of the Town’s overall hydraulic model (Battery Park Road Force Main system), and perform additional flow evaluation work to account for flow characteristic changes as a result of 2009 flow monitoring data. Implementation of the Town’s various MOM Program procedures and activities is almost complete, with the final item scheduled to be implemented in December 2012. The additional flow evaluation work has been completed for the 2009 data and the updated flow parameters have been provided to HRSD and CDM for inclusion in the Regional Hydraulic Model. The first portion of the Town’s overall hydraulic model was finished in October 2011, which completed the work identified under this project number. The second portion of the Town’s overall hydraulic model is included under a separate project number and is expected to begin in February 2012.

Locality Data Collection for HRSD (DAA Project Nos. HR04103-17, 18, 19, 20 and 21) – Information pertaining to the Town of Smithfield's sanitary sewer system infrastructure has been collected in accordance with the CDM report for HRSD titled "Regional Hydraulic Model Locality Requirements for Sanitary Sewer System Facility Data" dated April 9, 2008. As required by the report, infrastructure and general information on all seven terminal pump station collection areas was obtained. The collected information was organized in a geodatabase format as required by CDM and submitted on November 1, 2008 for review and comment. Comments were received and updated information was submitted to CDM and HRSD by January 16, 2009. The collected information is being used by CDM and HRSD to develop the Regional Hydraulic Model and has also been used to develop a hydraulic model for the Town of Smithfield. Work under this task is complete. CDM and HRSD periodically ask for updated information on the Town's infrastructure. As these requests are made, they were being handled under the Model Development task, but are now being handled under the General Regional Hydraulic Model Development Assistance Task.

Annual Report (DAA Project No. HR04103-26) – In accordance with the Special Order by Consent, an Annual Report was submitted to DEQ on November 1, 2011. The purpose of the Annual Report was to reflect on the work and activities undertaken during the previous fiscal year and include a summary of the system benefits achieved during the year. This was the fourth Annual Report and covered the time period from July 1, 2010 to June 30, 2011. As required by the SOBC, an Annual Report needs to be submitted to DEQ on or before November 1st of each year.

Locality/HRSD Coordination and General Special Order by Consent Assistance (DAA Project No. HR04103-27) – Work related to this task is currently underway and is expected to continue till the end of the SOBC process. The purpose of this task is to account for general coordination and assistance as needed for the SOBC project. This includes attendance at monthly locality meetings sponsored by HRSD, attendance at Capacity Team meetings as necessary, general coordination with HRSD or other locality personnel and technical collaborations with other localities and engineers pertaining to SOBC work products. Work required under the new Private Property I/I Abatement Program initiated by the Region last year was being covered under this task until the Private Property I/I Abatement Program Assistance task listed below was initiated.

Flow Evaluation Report (DAA Project No. HR04103-25) – A Flow Evaluation Report was submitted to DEQ on May 26, 2009. This report described information obtained during the Flow Monitoring Program and included unit hydrographs for each terminal pump station as required for incorporation into the Regional Hydraulic Model. An evaluation of the monitored data resulted in the determination of the following monitoring area characteristics and flow parameters:

- Average existing dry weather flow
- Dry weather flow diurnal flow variation
- Average existing dry weather infiltration
- Average existing base sewage flow

These parameters were included in the Regional Hydraulic Model as part of the Regional Wet Weather Management Plan.

Work on this report started following the completion of the Flow Monitoring Program and during the development of the SSES Plan. Comments on the Flow Evaluation Report from DEQ were received on January 8, 2010 and Addendum No. 1 in response to those comments was submitted to DEQ for review in March 2010. No additional comments have been received to date. The approval letter for the SSES Plan indicated that they would have no further comments on the Flow Evaluation Report concerning SSES Basin determination and that model calibration issues would be handled through the model documentation submittals and capacity evaluation.

SSES Field Services – Phase 1 CCTV Inspection (DAA Project No. HR04103-35) –

The first phase of CCTV inspection began in August 2009 and was completed in October 2009. This first phase of inspection work included up to approximately 33,000 linear feet of pipe. Inspection logs were generated and maps were developed to identify sections inspected, general condition and approximate lateral locations. Meetings with Town staff have been held in order to discuss the results and indicate where cleaning will be required prior to proceeding with the second phase of CCTV inspection work. SSES Field Services – These tasks cover all of the work included in the scope of work submitted on November 5, 2010. This work includes all SSES field services exclusive of the CCTV inspection work. As indicated above, the first phase of CCTV inspection work has taken place and the second phase is discussed below. SSES Field Services covered by this task include; record reviews, pump station inspections, force main field inspections, smoke testing, manhole inspections, pump run time analysis, office coordination and management of field tasks, and data analysis and condition assessment documentation. A general update for each task is included below:

Record Review (DAA Project No. HR04103-43R) – This task was initiated during a kick-off meeting held on September 30, 2011. It was determined that a printout from the SEMS database would provide us with the information we needed and a meeting needs to be scheduled by the Town to assist with that process. Although this task is listed with the field services, it is more related to the rehabilitation planning and is therefore not held to the same required completion date as the other tasks.

Pump Station Inspections (DAA Project No. HR04103-44R) – This task was also initiated during the kick-off meeting held on September 30, 2011. All SSES pump stations were inspected for general conditions and information was collected for condition assessment documentation purposes.

Force Main Inspections (DAA Project No. HR04103-45R) – The purpose of this task was to perform a field inspection of all force mains related to SSES basins. During the field inspection, GPS coordinates were obtained for various force main features (bends, main line valves, etc.) in order to better locate them for mapping purposes. The inspection work has been completed and maps were generated to identify any noted conditions and provide updated location information.

Smoke Testing (DAA Project No. HR04103-46) – The purpose of this task was to perform smoke testing on those basins identified in the SSES Plan. All smoke testing has been completed and maps have been generated identifying areas where smoke was observed.

Manhole Inspections (DAA Project No. HR04103-47R) – The purpose of this task was to inspect all manholes located in SSES basins as identified in the SSES Plan. All manhole inspections are complete and inspection reports have been generated for each manhole inspected.

Pump Run Time Analysis (DAA Project No. HR04103-48R) – The purpose of this task was to acquire additional pump run time information for those stations where adequate information was not available during the flow monitoring program. This work required the Town's assistance with collection of run time information on a daily basis for a period of six months. The data was collected and provided to DAA and the analysis has been completed.

Office Coordination and Management of Field Tasks (DAA Project No. HR04103-49R) – The purpose of this task was to coordinate the various field tasks and manage the collection of data as necessary for condition assessment documentation and rehabilitation planning. Work under this task is almost complete and will be closed out once the remaining tasks listed above are completed.

Data Analysis and Condition Assessment Documentation (DAA Project No. HR04103-50R) – The purpose of this task was to collect and analyze the data gathered during the various field service tasks and organize the data into condition assessment reports for each SSES basin. This information will then be used for rehabilitation planning. This task has been initiated and should be completed by the end of February 2012.

All SSES field activities listed above (excluding Record Review) were completed by November 26, 2011 in accordance with the SOBC. As indicated previously, the Record Review task is related to rehabilitation planning and will be completed by the end of February 2012.

SSES Field Services – Phase 2 CCTV Inspection (DAA Project No. HR04103-58R)
The second phase of CCTV inspection began in September 2011. This phase of the work included inspection of up to 63,612 linear feet of sewer. All field inspection work was completed prior to November 26, 2011 in accordance with the SOBC. Inspection logs are being completed and a final QA/QC review will be needed prior to task close out.

Find & Fix Program – A Find & Fix Program is coinciding with the SSES Field Services. The purpose of the Find & Fix Program is to provide prompt attention to sewer defects identified during inspection work. Types of defects that would qualify for the Find

& Fix Program have been included in the SSES Plan and as necessary will be discussed in more detail in a separate memorandum to the Town of Smithfield. Supervision and management of this program, if deemed necessary by the Town based on the size and extent of the required work, will be provided in separate scopes of work for their consideration. To date two Find & Fix projects have taken place. This occurred in the Crescent Drive Pump Station basin (DAA Project No. HR04103-32) and then in the Main Street Pump Station basin (DAA Project No. HR04103-41). In the Crescent Drive Pump Station basin, significant defects to manholes in the area were noted and in order to reduce the potential for inflow and stabilize them structurally, the manholes were rehabilitated with either a liner system or an epoxy coating. The Main Street Pump Station Collection System Rehabilitation work was more of a maintenance related project. Funds for the project came from the Town's general maintenance and operation budget, but the result of the rehabilitation work was significant enough to be included within the Find & Fix Program and has been reported to DEQ as such. The work for both of these projects has been completed.

Model Development (DAA Project No. HR04103-36) – In accordance with the SOBC and the RTS, a hydraulic model needed to be developed for portions of the Town of Smithfield sanitary sewer system. The DHI Mike Urban model, which the Town of Smithfield and DAA both currently have, is being used for this work. DAA has attended training classes for the use of this modeling software and is participating in the Model User Group (MUG) sponsored by HRSD on behalf of the Town of Smithfield. Work on the Town's hydraulic model as required for the Consent Order Project has been completed and general coordination with the HRSD and other localities regarding the Regional Hydraulic Model have begun. Regional calibration meetings have been held and no additional work has been performed for this task. Any remaining model development work has been provided under the General Regional Hydraulic Model Development Assistance task listed below.

Private Property I/I Abatement Program Assistance (DAA Project No. HR04103-57RI) – The purpose of this task is to assist the Town with the regional development of the Private Property I/I Abatement Program, which needs to be included in the rehabilitation planning. HRSD and their consultant are managing this program and anticipated three meetings with localities and their consultants. To date one of these meetings has taken place and information has been provided to HRSD at their request. The two remaining meetings are scheduled for 2012.

General Regional Hydraulic Model Development Assistance (DAA Project No. HR04103-59RI) – HRSD is currently developing a Regional Hydraulic Model with input from the localities. In accordance with the compliance schedule, the regional model was completed and ready for calibration on November 30, 2010. The region recently completed the initial calibration process and is now beginning the long term simulation and capacity evaluation phases of the model development. The purpose of this task is to assist the Town with their involvement in this process and provide future geodatabase updates requested by HRSD. This task has also accounted for revisions to the locality model required by Minor Revision No. 1 to the RTS. This model revision

was completed in accordance with the December 15, 2011 deadline established by the region.

Rehabilitation Plan (DAA Project No. HR04103-60RI) – The purpose of this task is to develop a rehabilitation plan for the Town in accordance with the RTS and SOBC. This task was initiated once information from the SSES field services was available, but only a very limited amount of work has been completed. The Rehabilitation Plan will include a schedule for improvements and a cost estimate for Town budgeting purposes. In accordance with the SOBC, the Rehabilitation Plan needs to be submitted to DEQ by November 26, 2012.

MOM Program Full Hydraulic Model – Phase 2 (DAA Project No. HR04103-61RI) – The purpose of this task was to develop the second phase of the Town’s overall hydraulic model. This second phase will account for all known remaining portions of the Town’s sanitary sewer collection system. No work has begun on this task yet, but survey work required to gather information for modeling purposes is anticipated to begin in February 2012.



SMITHFIELD POLICE DEPARTMENT REPORT



Smithfield Police Department Annual Report 2011

There were a number of challenges during 2011. Our population remains relatively constant and we have been able to maintain a low crime rate even with the reductions in budget and tight economic conditions. The employees who make up Smithfield Police Department continue to find innovative methods to ensure that we maintain the highest standards of law enforcement service for the residents we serve. While we have sustained budget cuts, and experienced much turnover, we have still been able to keep the services all residents have come to expect from the Department.

The report reflects a decrease in calls for service (11%) and a slight increase in Part A offenses but a significant decrease in part B offenses. There was a considerable drop in felony arrests this past year while misdemeanor arrests remained virtually unchanged. While there are some increases from last year, overall the past five years has shown a continuing decrease in both violent crime and criminal activity within the Town of Smithfield. While difficult to qualify the reason for this trend, we do believe that a portion of the decrease is attributable to the professional delivery of law enforcement service that comprises "Smithfield's Finest".

Additionally, the report includes a compilation of statistics of reported crime and activity. This data is obtained from our Records Management System (RMS) and provides the basis for our reporting of data into the state and federal system maintained by the FBI. Where possible we have included data from earlier reports for comparison purposes.

We will continue to expand our crime analysis capabilities and engagement with the Virginia State Fusion Center. Identifying patterns and hot spots will allow us to deploy resources more efficiently and at a faster rate. These capabilities and our outreach into regional, state, and federal resources will continue be a "force multiplier".

After many years, the department has found a "new home". We have relocated our operations into 913 S. Church St. The location and building will more easily accommodate police operations and has allowed us to move everything into one facility.

Lastly, we continue to believe in the power of partnership with the community. Our relationship with the community we serve is more important then ever. It is the true sustaining stream that ensures our citizens the high quality of life they have come to expect and deserve.

Alonzo Howell
Interim Chief of Police





Table of Contents

DEPARTMENT MISSION STATEMENT	4
ORGANIZATIONAL CHART	5
DEPARTMENT STAFF	6
DEPARTMENT STATISTICS	12
DEPARTMENT HIGHLIGHTS	20
TRAINING	25
GRANTS	26





Smithfield Police Department

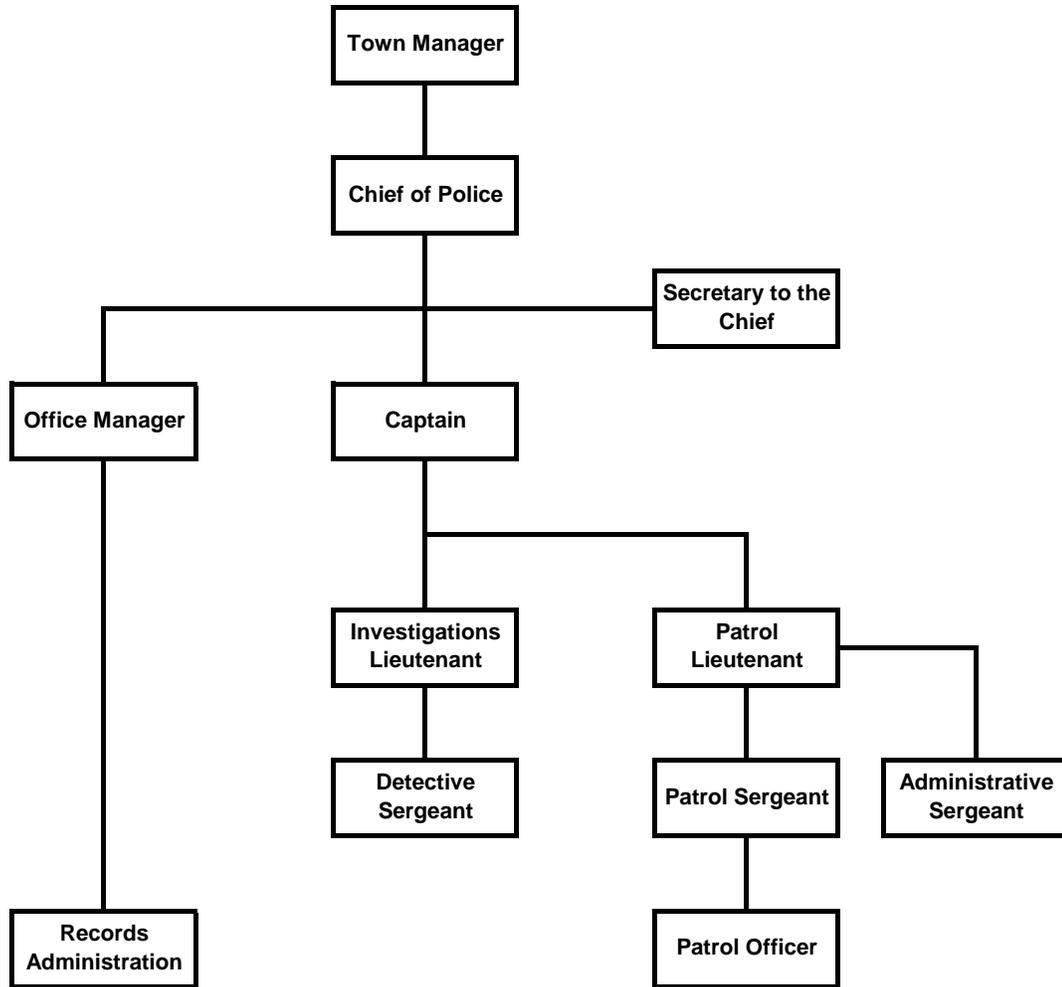
Mission Statement

The mission of this Department is to provide the Commonwealth of Virginia and the Town of Smithfield a dynamic, responsive, professional police department that forms a partnership with the community in order to preserve law and order, achieve mutually beneficial goals and objectives, and provide security and safety services in the most efficient and effective manner.





Smithfield Police Department Organizational Chart





Department Staff



Chief of Police
End of Service 12/31/2011
Mark A. Marshall



Police Captain / Acting Chief of Police
Alonzo Howell



Investigations Division



Lieutenant
End of Service 12/31/2011
Kurt E. Beach



Detective Sergeant
Patrick Valdez

Patrol Division



Lieutenant
End of Service 12/31/2011
James Clarke



Patrol Sergeants



Julian Evans



Matthew Rogers



Robert Fox

Administrative Sergeant



Ronald Bryan

End of Service 12/31/2011



Patrol Officers



Clay Seamster



Bryan Miller



Pablo Finelli



Thomas Jones



Patrick Araojo



Kimberly Epps





Edmund Cook



Christopher Meier



Joshua Powell



David Adams



Eric Phillips



Daniel Fordham



Donald Brady





Support Staff



Annette Crocker
Secretary to the
Chief of Police



Jimmie Minton
End of Service 12/31/2011
Office Manager



Kristi Jenkins
Records Administration

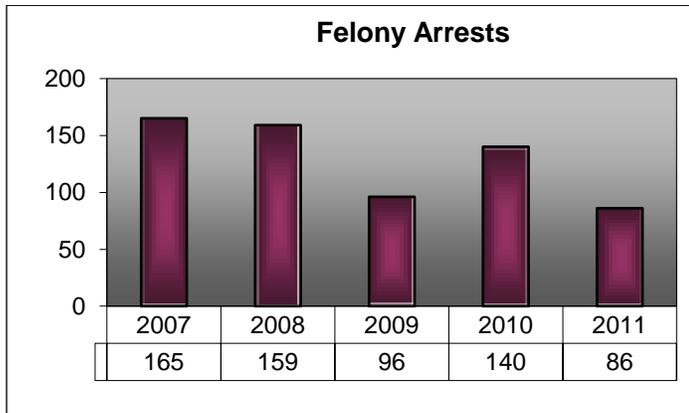
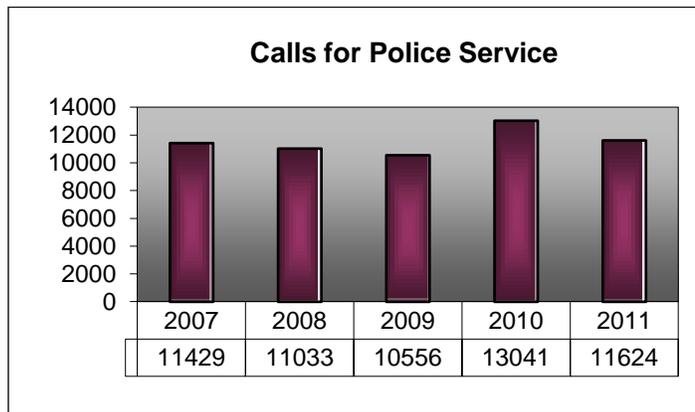


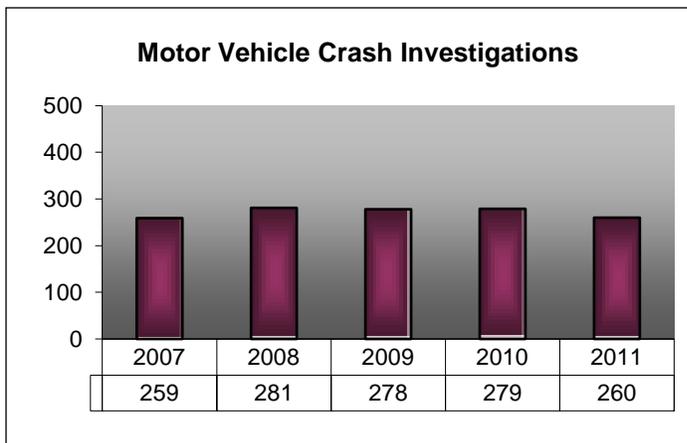
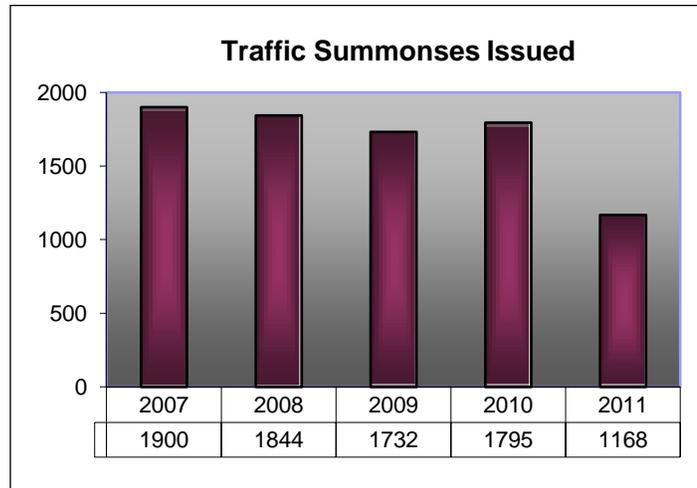
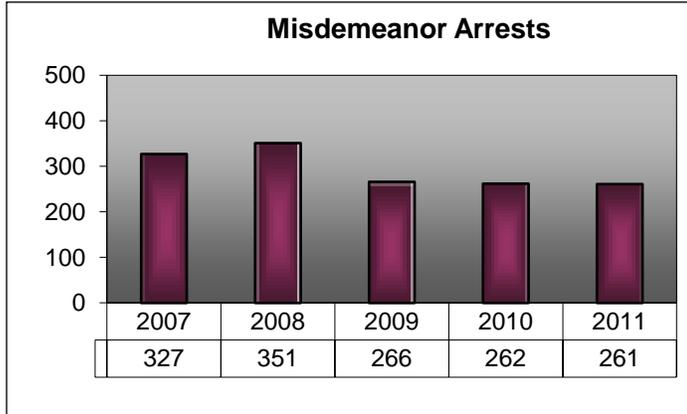
Nita Abernathy
Records Administration

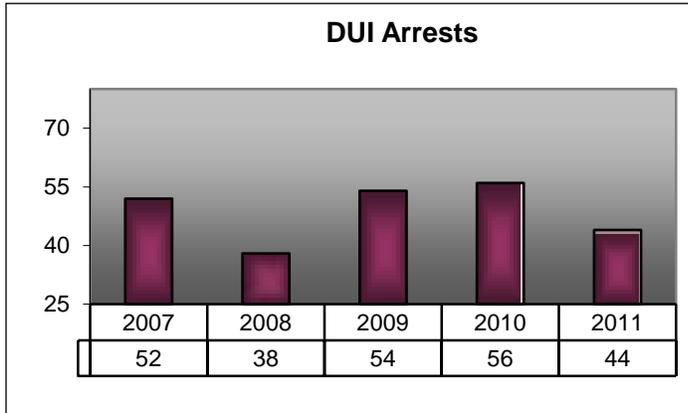


Department Statistics

Again our Department saw changes in the police work dynamics in 2011. We show a **decrease of 10.8%** in our calls for service. Felony arrests also **decreased by 38.5%** and Misdemeanor arrests **decreased by 1 arrest**.



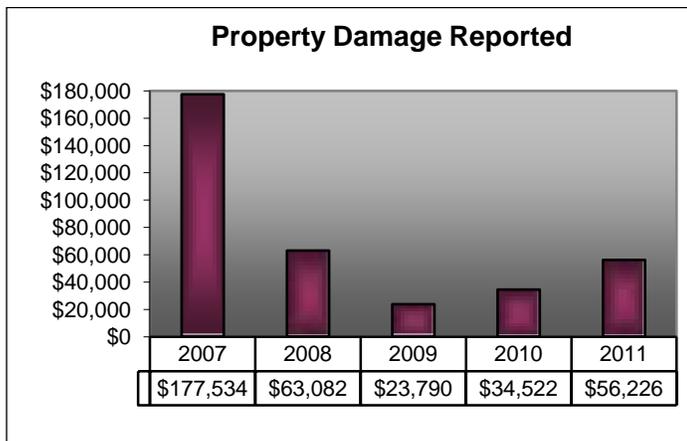


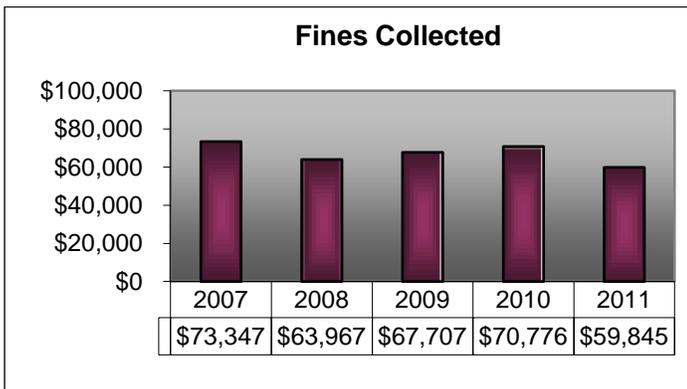
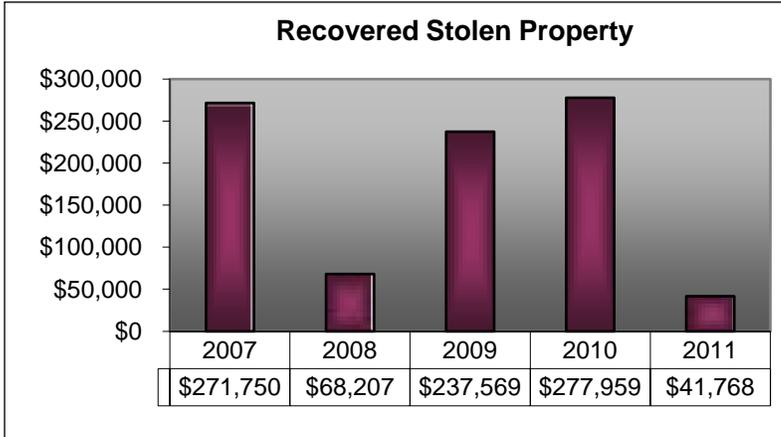


The number of traffic summonses issued **decreased by 35%**, and motor vehicle accidents investigated indicated a

decrease of 6.8%. DUI arrests fell **by 21.4%**.

Property Damage Reported **was up by 62.9%**. Records indicate a **decrease of 48.1%** in Reported Stolen Property and a **decrease of 84.9%** in Recovered Stolen Property.





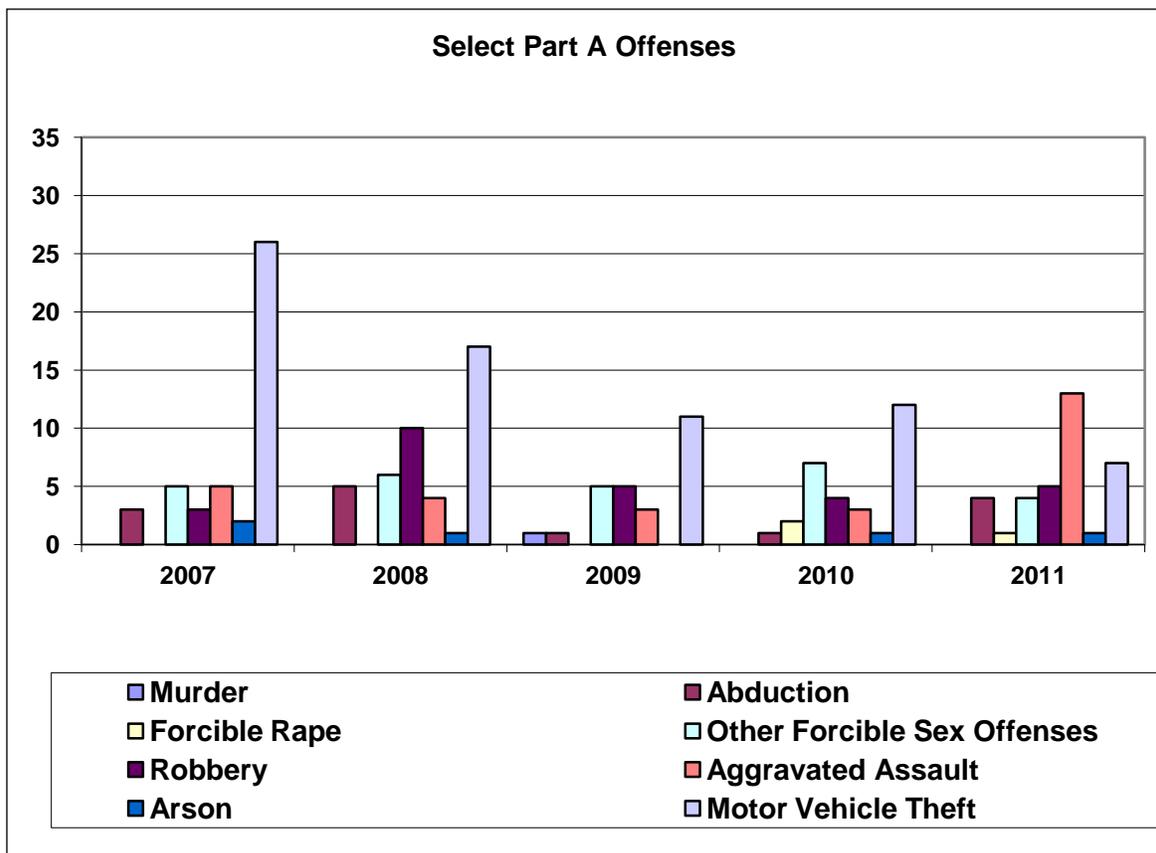
Fines collected **decreased by 15%**.





Group A Offenses

We have included significant criminal offenses that were reported to the Smithfield Police Department during the past year, and used built-in totals since 2007 for comparison. This synopsis is part of our IBR (Incident Based Reporting) report that we provide to the Commonwealth of Virginia. Both Select Part A and Select Part B are referred to as “Group A” offenses. It should be noted however, that these criminal incidents are not inclusive of all offenses reported to police. Offenses such as bad checks, disorderly conduct, DUI, public drunkenness, trespassing, and other misdemeanor offenses are not included in this report. They are referenced in “Group B” offenses and constitute a significant portion of incident reports taken by the Smithfield Police Department.

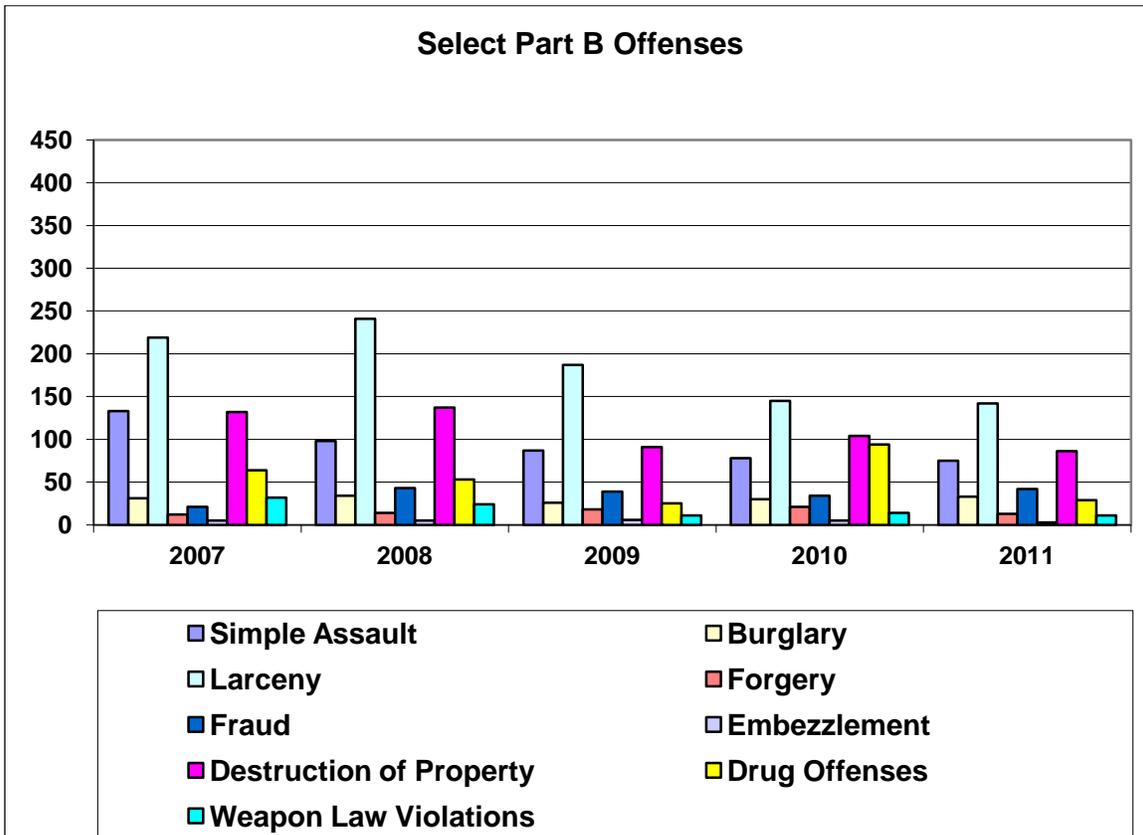


Select Part A Offenses





	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Murder	0	0	1	0	0
Abduction	3	5	1	1	4
Forcible Rape	0	0	0	2	1
Other Forcible Sex Offenses	5	6	5	7	4
Robbery	3	10	5	4	5
Aggravated Assault	10	4	3	3	13
Arson	2	1	0	1	1
Motor Vehicle Theft	26	17	11	12	7
TOTAL SELECT PART A OFFENSES	49	43	26	30	35



Select Part B Offenses





	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Simple Assault	133	98	87	78	75
Burglary	31	34	26	30	33
Larceny	219	241	187	145	142
Forgery	12	14	18	21	13
Fraud	28	43	39	34	42
Embezzlement	5	5	6	5	3
Destruction of Property	132	137	91	104	86
Drug Offenses	64	53	25	94	29
Weapon Law Violations	32	24	11	14	11
TOTAL SELECT PART B OFFENSES	656	649	490	525	434

Translator and Interpreter

The Smithfield Police Department is lucky to have the skills and ability of Officer Pablo Finelli who serves as both a translator and interpreter. As a translator he converts written documents from one language into another. In contrast, as an interpreter he deals with spoken language. He has expertise in Spanish as a translator, and is fluent in both Spanish and Italian as an interpreter. Officer Finelli is available to translate for our agency, the Town of Smithfield, the Isle of Wight Sheriff's Office, the Virginia State Police, and any other agency that requests his assistance. He was called upon on several occasions in 2011 by his fellow officers who needed to utilize his language skills.



S. A. R. T. Member
(Sexual Assault Response Team)



A **Sexual Assault Response Team (SART)** is a multidisciplinary interagency sexual assault intervention team approach to implement and provide comprehensive, sensitive, and coordinated intervention and care for sexual assault victims. Officer Epps has attended training to assist her in these duties including the VA Victim Assistance Academy and the VA Victim Rights Conference.

Department Highlights

Officer of the Year



The American Legion Post #49 Officer of the Year Award for 2011 is granted for outstanding achievement by an Officer that brings credit to the Department and which involves performance well above and beyond that which is required by an Officer's basic assignment. The criteria includes, but is not limited to, attendance, productivity, letter(s) of merit, organizational commitment, sustained community involvement, judgment, decisiveness, sensitivity and leadership. This year's Officer of the Year Award is presented to Officer Kimberly Epps.

A ceremony is forthcoming to present the award, recognizing Officer Epps outstanding dedication to police work and the Town of Smithfield.

Officer Epps was selected as the Officer of the Year because of her efforts that go beyond the scope of her normal patrol duties. Officer Epps regularly volunteers for additional





assignments and she was selected to represent the Smithfield Police Department on the regional Sexual Assault Response Team (SART). This assignment required extensive training which she successfully completed in a minimal amount of time, including graduation from the Virginia Victim Assistance Academy. In addition, Officer Epps serves as the assistant officer-in-charge of the department's Marine Patrol Team liaising with members of the U.S. Coast Guard and other local marine patrol units. She is also a Field Training Officer (FTO) and a General Instructor within the Smithfield Police Department which allows her to pass on her knowledge and experience to other officers.

Further she has devoted numerous off-duty hours to become familiar with and participate in several narcotics investigations, working closely with detectives in every facet of the investigation. She is a multi-talented officer with a myriad of skills, and her expertise is routinely sought after to assist with and support these investigative operations.

Kimberly's unmatched work ethic coupled with her positive attitude has earned her the respect and admiration of her peers and supervisors. She has brought great credit to herself and to the Town of Smithfield. Well Done!

Kimberly has served the Smithfield Police Department with distinction since 2007.

Virginia State Police H.E.A.T. Awards Program



The Virginia State and with participation enforcement

Insurance Industry, created the Help Eliminate Auto Theft (H.E.A.T.) program in 1992. Through extensive public information and education activities, as well as investigatory assistance to law enforcement, the program has reached across the citizenry of the Commonwealth. Popular too is the race car, truck, and now the motorcycle that actively races and is displayed at various functions across the state. The Smithfield Police Department is continually recognized by the H.E.A.T. program for its efforts in enforcement and its public information and educational efforts on the issue of crime and auto theft. The Smithfield Police Department occasionally hosts VIN etching events free to the public. As a part of the H.E.A.T. program, the Virginia State Police annually offer three types of awards: The LEO Award, which recognizes law

Police, in cooperation from numerous law organizations and the





enforcement officers throughout the state for their special efforts in auto theft reduction in the areas of intelligence, prevention, enforcement, and recoveries. The Operation HEATWAVE Award, which recognizes the state wide efforts of law enforcement agencies in their efforts to increase public awareness of the H.E.A.T. program, familiarize citizens with the toll free telephone number (1-800-947-HEAT), and encourage citizen participation in helping eliminate auto theft in Virginia by calling in tips on auto theft activity. The Operation Summer HEAT Award, which recognizes outstanding achievement for auto theft arrest and vehicle recoveries made during the peak months of auto theft – June, July and August.

MADD Awards



Officer Thomas Jones and Officer Christopher Meier

MADD honors law enforcement officers from across Virginia at eight regional Law Enforcement Awards Ceremonies. Officers are honored for their outstanding work on DUI enforcement and related prevention initiatives, education and training. The awards highlight the lifesaving work of law enforcement officers including Sobriety Checkpoints, Saturation Patrols, specialized DUI enforcement training, prevention efforts of school resource officers and DUI arrests. This year the following officer's from the Smithfield Police Department were recognized for DUI arrests: Officer Thomas Jones and Officer Christopher Meier had the most DUI arrests in the department in 2011.





Top Cop Award

Sgt. Ron Bryan was recognized as the Hampton Roads Top Cop by the Hampton Roads Crime Line in October of 2011. He was nominated by the Smithfield Police Department based on his outstanding performance of duties from January 2010 to April 2011.

Specialized Units

Throughout 2011, specialized units of the Smithfield Police Department continued to maintain close ties with regional law enforcement entities and participated in several joint-jurisdictional events.

The motorcycle unit not only patrolled the streets of Smithfield, it was called upon to participate in parades, festivals, and escorts in Smithfield, Suffolk, Norfolk, and Chesapeake. Unit members participated in regional motor training, honing their high speed, low speed, and precision riding skills. They assisted the Law Enforcement United organization, providing police escort for several hundred bicyclists from Chesapeake to the Pentagon in Arlington Virginia.

The marine patrol unit augmented the United States Coast Guard (USCG), providing maritime security of the Elizabeth River for Harbor Fest 2011 in Norfolk. They participated in OPERATION LOGAN'S CHARGE, Sector Hampton Roads premiere recreational boating safety operations over Memorial Day Weekend, conducting 54 boat safety inspections and were awarded the Coast Guard Meritorious Team Commendation. The unit was first on-scene during two U.S. Coast Guard search and rescue missions; one in the James River that resulted from an overloaded sailboat and the other in the cold Pagan River in December. They assisted the Virginia Marine Resource Commission conducting a search for an overturned kayaker who was located on the James River near the Ghost Fleet. In August, they rescued 4 juveniles from their overturned sailboat near Gatling Pointe marina. The marine unit also towed a disabled boat back to safe harbor and responded to a boat fire in the James River. The unit provided security on the Pagan River for the Town of Smithfield's 4th of July fireworks celebration, and the Olden Days Raft Race.



The primary mission of the Emergency Response Team is the entry and securing of specified locations as a result of executing an arrest or search warrant in anticipated situations of violence, when a hostage or barricade situation exists, when there exists an unusually dangerous environment, or circumstances exist that would dictate the immediate entry of a location for the protection of life. In 2011, the team executed several warrants and assisted other jurisdictions in other tactical operations.

Community Relations

The Smithfield Police Department welcomes every opportunity to provide a positive interaction between the citizenry of Smithfield and our police officers. We continue to actively support and promote the Community Help In Progress (CHIP) program by working in unison with local community leaders to discuss current issues and to provide healthy activities for local children. CHIP has continued to be a huge success and welcomes participation from all interested persons within Smithfield and the Isle of Wight County. Several events were also sponsored that have united our Police Department with the Smithfield community. These activities included:

- 4-H camp in Wakefield, Virginia.
- Bright Beginnings with the YMCA at Target department store, Chesapeake, Virginia.
- Kiwanis fishing trip at the James River Bridge.
- Halloween on Main Street.
- Kiwanis Breakfast with Santa at the Smithfield Center
- Homework Station, Jersey Park Apartments Community Room





Law Enforcement United



Sergeant Ron Bryan, Sgt. Julian Evans and Officer Bryan Miller of the Smithfield Police Department supported Law Enforcement United as they worked to honor the service and sacrifice of law enforcement officer killed in the line of duty and support the survivors left behind. Sgt. Bryan and Officer Miller's combined efforts ensured the Smithfield Motor Unit lead the way, the bicyclist on a 200 mile trek from Chesapeake, Virginia to the site of the Pentagon September 11th Memorial in Arlington, Virginia. Officers delivered checks to the Concerns of Police Survivors (C.O.P.S.) and the Officer Down Memorial Page. They were grateful for the opportunity to participate in this worthy cause, honoring the service and sacrifice of all law enforcement officers that have died in the line of duty and providing support to the survivors left behind.





Training

During 2010 all members of the Smithfield Police Department received required in-service training mandated by the Department of Criminal Justice Services. Several members of the department also received specialized training as noted below:

- Police Motorcycle
- Police Boat
- Police Bicycle
- Emergency Response Team
- CPR/AED
- Blood Borne Pathogens
- Gang Identification
- General Instructor School
- Firearms Qualification
- Chemical Agent Instructor School
- Cultural Diversity
- Taser
- Defensive Tactics Instructor
- Intelligence Led Policing
- Property and Evidence Management
- Anti-Terrorist Intelligence
- Incident Based Reporting
- General Instructor
- Virginia Law Update
- Defensive Driver Instructor Re-cert
- LIVESCAN
- VCIN Level "B"
- First Line Supervisor
- Radar Operator
- Intoximeter EC/IR II
- RMS
- DUI Conference
- Highway Safety Workshop
- Nuclear Emergency Preparedness
- Ritual Crime & Occult Training
- Active Shooter
- Bomb Making and Awareness
- Budget Strategies
- Basic SWAT School
- Motor Vehicle Inspection
- Terrorism Awareness
- VA Victim Assistance Academy
- VA Victim Rights Conference
- Known Sex Offender Training



Grants

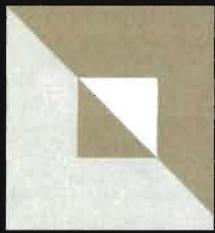
The Smithfield Police Department eagerly researches grant opportunities and applies for law enforcement assistance grants. Grants can be obtained from many different agencies for a wide variety of equipment. In the 2011 grant process the following actions occurred:

- Grants awarded
 - Department of Homeland Security Port Security Grant valued at \$200,000 for acquisition of a multi-purpose command vehicle and for purchase of additional protective equipment for our marine patrol unit.



Highway Safety Grants

In 2011 Smithfield Police continued its commitment to improving highway safety. The department received pass-through grant funding from the National Highway Traffic Safety Administration. The amount of the grant was \$13,930.00. This allowed for the procurement of one speed detection system (radar unit and in car camera). The funding provides overtime for participation in the national Checkpoint Strikeforce campaign which targets impaired drivers and the Click It or Ticket campaign which focuses on occupant protection and seatbelt usage.



SMITHFIELD WATER CONSUMPTION REPORT

Smithfield Water Consumption 2011

Jan. 11	Feb. 11	Mar. 11	Apr. 11	May. 11	Jun. 11	Jul. 11	Aug. 11	Sep. 11	Oct. 11	Nov. 11	Dec. 11
18,634,000	17,675,200	19,010,100	20,269,100	26,359,200	28,713,300	29,279,300	26,068,600	21,283,127	25,314,158	22,541,754	22,398,676
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan. 11	Feb. 11	Mar. 11	Apr. 11	May 11	Jun. 11	Jul. 11	Aug. 11	Sep. 11	Oct. 11	Nov. 11	Dec. 11
601,097	631,257	613,229	675,637	850,297	957,110	944,494	840,923	709,438	816,586	751,392	722,538

